

GIFTS AND SPONSORED EVENTS:

Government employees attending any conference must adhere to the Standards of Ethical Conduct issued by the Office of Government Ethics (OGE). GSA wants to ensure that any gifts you may offer at any conference do not result in violations of the OGE regulations governing the acceptance of gifts.

Under the OGE regulations, a Government employee may not accept a gift or gifts from you as a vendor with a market value of more than \$20 from a vendor during the span of the conference (not to exceed \$50 from the same source in a calendar year). Promotional items, including booth hand-outs, and vendor-sponsored events are considered gifts under the OGE regulations, as are food and drink (with the exception of modest items of food or refreshment such as soft drinks, coffee and donuts, offered other than as part of a meal).

Keep in mind that the conference you are exhibiting at is considered a single occasion/event for purposes of the OGE regulations and, as stated above, employee acceptance of gifts is limited to \$20 or less per source per occasion, that is per vendor for the entire conference, not a per item basis. In addition, neither GSA nor its conference planning contractor will hand out any vendor promotional materials. This includes bags, name badge holders, literature, etc.

GSA discourages vendor-sponsored events, including hospitality suites, during the entire duration of the conference. Furthermore, GSA does not intend to consider requests to authorize GSA employees to attend any widely held gatherings during the course of any conference. Finally, please note that the exhibitor agreement for the conference you are exhibiting at, includes a provision stating that the exhibitor agrees not to offer gifts and/or vendor-sponsored events that exceed the OGE regulatory limits, and if the exhibitor does so, the Government will require the vendor to close its exhibitor booth.

If you have questions about Gifts and Sponsorships only, please contact Harry Butler (GSA) on 703-605-5717 or email harry.butler@gsa.gov.

F R E E M A N

***GSA NETWORK SERVICES
CONFERENCE***

August 15-18, 2005

Hilton Chicago - NW Hall

Chicago, Illinois

Freeman Services

Freeman Labor & Freight

Additional Service Providers

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SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray/burgundy/white backwall drape, 3' high burgundy side dividers, one (1) 6' burgundy skirted table, two (2) Opal side chairs, one (1) wastebasket, and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted and the aisles will be carpeted in burgundy. Exhibitors will have the option to order carpeting for their booths, however there are only three (3) colors approved by GSA: Burgundy, Gray or White.

SHOW SCHEDULE

EXHIBITOR MOVE-IN - SECURITY WILL HAVE BADGES AT THE DOOR FOR ACCESS TO THE EXHIBIT HALL.

Saturday	August 13	8:00 a.m. - 5:00 p.m.
Sunday	August 14	8:00 a.m. - 5:00 p.m.
Monday	August 15	8:00 a.m. - 2:00 p.m.

NOTE: Overtime rates will apply during the move-in of show.
All exhibits must be fully installed by 2:00 p.m., Monday, August 15, 2005. At 2:00 p.m. the hall will be closed due to security measures and exhibitors will NOT be allowed back in until 4:30 p.m.

EXHIBITOR BOOTH HEIGHT

Due to ceiling height in the NW Hall, **DO NOT** build your exhibit over 10 ft.

EXHIBIT HOURS

Monday	August 15	5:00 p.m. - 7:00 p.m.
Tuesday	August 16	9:45 a.m. - 5:00 p.m.
Wednesday	August 17	9:45 a.m. - 5:00 p.m.

NOTE: The exhibit hall will be closed from 12:00 Noon - 1:00 p.m. for lunch on Tuesday and Wednesday. Exhibitors are on their own for lunch.

EXHIBITOR MOVE-OUT

Wednesday	August 17	5:00 p.m. - 10:00 p.m.
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NOTE: Overtime rates will apply during the move-out of show.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Saturday - Sunday	8:00 a.m. - 5:00 p.m.
Monday - Tuesday	8:00 a.m. - 5:00 p.m.
Wednesday	8:00 a.m. - 10:00 p.m.

Empty crates will be returned starting at 5:00 p.m., Wednesday, August 17, 2005.
All carriers must check-in no later than 7:00 p.m., Wednesday, August 17, 2005.
All exhibitor materials must be removed from the exhibit facility by 10:00 p.m., Wednesday, August 17, 2005.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

FREEMAN TRANSPORTATION

(800)995-3579 • Fax (214)615-6515

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **AUGUST 1, 2005**.

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on "New User" to create a Login ID and Password, U.S. and Canadian customers will be asked to provide the show number **135759**, booth number, and company zip/postal code. International customers will be asked for the show number **135759**, booth number and name of country.

To access Freeman OnLine® without using the email link, visit www.myfreemanonline.com and click on "Click here to login" in the top left corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

ADVANCE SHIPPING INFORMATION

Warehouse shipping address:

GSA NETWORK SERVICES CONFERENCE
Exhibiting Company Name
Booth # _____
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632

DIRECT SHIPPING INFORMATION

Show Site shipping address:

GSA NETWORK SERVICES CONFERENCE
Exhibiting Company Name
Booth # _____
HILTON CHICAGO
c/o FREEMAN
725 South Wabash Avenue
Chicago, IL 60605

Do NOT ship advance freight to the Hilton Chicago. The hotel has NO storage facilities and the *freight will be returned to the sender*. Freeman will accept **Direct** freight shipments at 725 South Wabash Avenue on **Saturday, August 13 and Sunday, August 14 from 8:00 a.m. - 5:00 p.m. and on Monday, August 15 from 8:00 a.m. - 2:00 p.m. ONLY** for all exhibit halls.

Freeman will accept ADVANCED SHIPMENTS beginning **JULY 13, 2005** at the above address.

To avoid additional after deadline charges, materials must arrive by **AUGUST 1, 2005**. **Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling and Labels form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Please Note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs.

Exhibitors supervising labor need to pick up and release their labor at the Service Desk. Refer to the order forms under Labor for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

WE APPRECIATE YOUR BUSINESS.

F R E E M A N**1-800-995-3579****USE ONLY IF YOU ARE SHIPPING
YOUR EXHIBIT MATERIALS VIA
FREEMAN EXHIBIT TRANSPORTATION****GSA NETWORK SERVICES**
August 15-18, 2005 • Hilton Chicago

NAME OF SHOW: _____

COMPANY NAME: _____

BOOTH #: _____

SHOW #: _____

CONTACT NAME: _____

PHONE #: _____

FAX#: _____

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**PICK UP INFORMATION**

Requested Pick Up Date: _____

SHIPPER NAME: _____

SHIPPER ADDRESS: _____

(City)

(State)

(Zip)

DESTINATION**FRTR:GSA NETWORK SERVICES**
Exhibiting Company Name/Booth #
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632Shipments accepted beginning **JULY 13, 2005****MUST BE DELIVERED BY AUGUST 1, 2005****TYPE OF SERVICE - Choose One**

- ☐ 1 Day: Delivery next business day (Before 5:00 p.m.)
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Defer: Delivery within 3-4 business days

Service via Air Transportation is charged based on Dimensional or Actual Weight, whichever is greater.

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, or truckload
- ☐ Declared Value \$ _____

(Optional-\$20,000 maximum)

SHIPPING INFORMATION**Items to be shipped**

Number of Pieces

Est. Weight

___ Crates (wooden)	___
___ Cartons (cardboard)	___
___ Cases/Trunks (fiber) (color _____)	___
___ Skids/Pallets	___
___ Carpet (color _____)	___
___ Other (_____)	___
___ Total	___

Size of largest piece: (H)____(W)____(L)____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature.
So we may print your Outbound Material Handling Agreement and labels, please complete the following information (IF DIFFERENT FROM PICK UP ADDRESS):

Ship to address: _____

NUMBER OF LABELS: _____

FAX THIS ORDER FORM TO:
214-615-6515**A TRANSPORTATION SPECIALIST WILL
CALL YOU TO CONFIRM RECEIPT OF
ORDER AND TO FINALIZE DETAILS****ANY QUESTIONS? PLEASE CALL:**
1-800-995-3579**SHOW #:14-135759****FREEMAN EXHIBIT TRANSPORTATION**

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DISCOUNT PRICE
DEADLINE DATE
AUGUST 1, 2005

JOB # 14-135759

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

ADDRESS:

BOOTH SIZE:

X

(STREET)

(P.O. BOX)

(CITY)

(STATE)

(ZIP)

PHONE #:

EXT.:

FAX#:

SIGNATURE:

PRINT NAME:

E-MAIL:

CUSTOMER #

OR ☐ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference 14-135759 on your remittance.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of showsite orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AM EXP

☐ DISCOVER

☐ MASTERCARD

☐ VISA

☐ DINERS CLUB

☐ BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX 75202
ABA#: 111000012

☐ Freeman

FFC/ACCT# 125-203-919-2

☐ U.S. Dollar Wires from inside the U.S. or Canada should use
Swift Code: BOFAUS3N

☐ Foreign Exhibitors wiring funds from Overseas should use
Swift Code: BOFAUS6S

Please reference Name of Show & Booth Number so we may properly credit your account.

NOTE: Customers are responsible for any bank processing fees.

Account No.:

Exp. Date:

☐ Personal Credit Card

☐ Company Credit Card

Cardholder Name: (Print)

Signature:

Cardholder Billing Address:

City/State/Zip:

E-MAIL ADDRESS FOR INVOICE NOTIFICATION:

ENTER TOTALS HERE

FURNISHINGS
ACCESSORIES

CARPET

CLEANING

PORTER
SERVICE

MOD. RENTAL
CUSTOM ACCESS.

ELECTRICAL/
PLUMBING

TELEPHONE

INTERNET
ACCESS

INSTALLATION
LABOR

DISMANTLE
LABOR

MATERIAL
HANDLING

SIGNS

GRAND
TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.myfreemanonline.com
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://www.totalshow.customerinsight.com/?135759>



Page 1 of 15

Your One-Stop Furnishing Source

With Freeman, you can count on receiving the best quality and variety of furnishings available anywhere – all from one resource. If you need something not shown in our catalog, call us. We'll find it for you!

Wide range of furniture, including solutions to fit any budget and exhibit design

•

All-inclusive rental prices, with no hidden charges for material handling or delivery and pick-up

•

Multiple warehouse facilities across North America

•

Stringent quality-control measures, with regular maintenance repairs by our own in-house experts

FREEMAN FURNISHINGS

F R E E M A N

Seating

Page 2 of 15



Santana Armchair

24" W 20" L 31" H
N710102
Modern styling with ergonomic shape; as striking as it is comfortable.

Diva Series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

Diva Counter Stool

17" W 16" L 36" H
N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

Diva Chair

18" W 16" L 31" H
N71091

A natural complement to modern exhibit designs.



FREEMAN FURNISHINGS

Seating

Page 3 of 15

Forestdale Chair

21" W 21" L 31" H

N71085

Padded seat and back in distinct geometric fabric with a sturdy lightweight frame.



Director Stool

17" W 24" L 45" H

N710142

Director Chair

17" W 24" L 32" H

N71042

Royal Blue, Black, Bright Green, Yellow, Orange, Red, Purple, Bright Blue



Custom Imprinting

Ask us about custom logo imprinting on the Director Chair or Stool back fabric! N710998

FREEMAN

Cherry Barrel Chair

Cranberry or Taupe

23" W 22" L 29" H

N71038

Traditional style in a cherry finish with classic fabric pattern options.



Diplomat Chair

Black Diamond fabric

25" W 28" L 36" H

N710144

Comfortable, yet compact for office or conference table seating.



Colors may vary when viewing or printing from a computer.

Seating

Page 4 of 15

Gray Gaslift Stool

24" W 20" L 46" H
With Arms - N71048
No Arms - N71047

Gray Gaslift Chair

26" W 20" L 38" H
With Arms - N71046
No Arms - N71045

Telescoping height
adjustment; 5-caster
base rolls with ease.



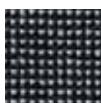
Executive Chair

Black Tweed
28" W 25" L 45" H
N71044



Bugle Base Chair

Black Tweed or Blue Tweed
21" W 20" L 32" H
N71041



Bugle Base Table (page 9)

Colors may vary when viewing or printing from a computer.

Seating

Page 5 of 15



◀ **Black Diamond Stool**
22" W 18" L 46" H
N71088

Black Diamond Side Chair
21" W 23" L 32" H
N71089

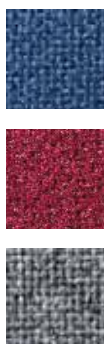
◀ SoHo Bistro Table (page 9)



Black Diamond Armchair
20" W 21" L 33" H
N71090



Carson Armchair
Blue, Burgundy or Gray
Fabric
21" W 20" L 33" H
C210101



Opal Side Chair
White
20" W 19" L 30" H
C210105



Colors may vary when viewing or printing from a computer.

Seating

Page 6 of 15

Sibley Brass Bar Stool

Black Tweed
20" W 20" L 38" H
N71049



Tilt Swivel Chair

Blue Tweed, Gray Tweed
or Black Tweed
24" W 25" L 35" H
N71040



Conference Chair

Brass or Chrome frame with
Blue Tweed or Black Tweed
fabric

23" W 20" L 32" H
Brass - N71016
Chrome - N710116

Black frame with
Black Tweed fabric
N710216



Casey Padded Stool

Gray Tweed
20" W 21.5" L 42.5" H
C210112



Glass Conference Table (page 8)

Colors may vary when viewing or printing from a computer.

Lounge Seating

Page 7 of 15

FREEMAN FURNISHINGS



Signature Loveseat

Black

33" W 60" L 33" H

N73091

Deeply comfortable sofa-style seating in a sleek contemporary shape.

Signature Chair

Black

33" W 35" L 33" H

N71093



Kennedy Sectional Series

Blue Tweed or Black Tweed

Flexible couch-style seating in a variety of configurations.

Sofa - 3-piece

31" W 87" L 28" H

N730313



Loveseat - 2-piece

31" W 62" L 28" H

N730213

Corner Section

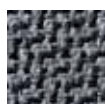
31" W 31" L 28" H

N73013

Center Section

31" W 25" L 28" H

N73014



Colors may vary when viewing or printing from a computer.

Tables

Page 8 of 15

Glass Conference Table

Black, Brass or Chrome

Pedestal

42" W 42" L 30" H

N72015

Rounded square glass top is supported by stylish metal frame in a choice of colors.



Cherry Cocktail Table

19" W 36" L 17" H

N72026

Cherry End Table

20" W 20" L 20" H

N72027



Milano Table (page 10)

Diplomat Chair (page 3)



Colors may vary when viewing or printing from a computer.

Tables

Page 9 of 15

Pedestal Tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

SoHo Series

Black-Top Mini	18" H x 18" W	N72066
Black-Top Cafe	30" H x 24" W	N72069
Black-Top Bistro	42" H x 24" W	N72070
Black or Gray-Top Cafe	30" H x 36" W	N72067
Black or Gray-Top Bistro	42" H x 36" W	N72068

Chelsea Series

Butcher Block-Top Cafe	30" H x 30" W	N72063
	30" H x 36" W	N72064
Butcher Block-Top Bistro	42" H x 30" W	N720163
	42" H x 36" W	N720164

Metro Series

Black

Slate End Table

20" W 20" L 17" H
N72029

Slate Cocktail Table

20" W 40" L 15" H
N72028



Studio Series

Black End Table

17" W 17" L 18" H
C115104

Black Cocktail Table

36" W 20" L 15" H
C115103



Bugle Base Table

White

36" W 27" H
N72065



Colors may vary when viewing or printing from a computer.

Tables

Page 10 of 15

Milano Table

Blonde Top with Black Base

42" W 84" L 29" H

N72093

Black Top with Black Base

(not shown)

42" W 84" L 29" H

N72092

Freeman's latest 7-foot conference table, featuring clean curved lines and a wealth of work space.



Luna Table

Blonde Top with Black Base

36" W 72" L 29" H

N72095

Black Top with Black Base

36" W 72" L 29" H

N72094

This contemporary 6-foot conference table or writing desk comes in a choice of natural blonde or black laminate top.



Colors may vary when viewing or printing from a computer.

Tables

Page 11 of 15



Cherry Tables (page 8)
Cherry Barrel Chairs (page 3)
Black Table Lamp (page 15)



**Hemingway
Writing Table**
Black or Gray
24" W 49" L 29" H
N720191



Office Series
Cherry or Oak

5-Foot Desk
30" W 60" L 30" H
Credenza
16" W 60" L 30" H
Bookcase
12" W 36" L 72" H



5-Foot Cherry Desk
N74061
Cherry Bookcase
N74065
Cherry Credenza
N74064

5-Foot Oak Desk
N74071
Oak Bookcase
N74075
Oak Credenza
N74074

Colors may vary when viewing or printing from a computer.

Display

Page 12 of 15



Draped or Undraped Tables & Counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white plastic tops.

Tables (30" height)	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on 4th side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
Counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on 4th side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



Black



Blue



Burgundy



Gold



Gray



DarkGreen



Red



Teal



White



Plum



Berry

Table-top risers are also available in a variety of sizes. See Order Form for details.

Colors may vary when viewing or printing from a computer.

Display

Page 13 of 15

Black Display Cubes

12" Small

12" W 12" L 42" H

N75030

18" Medium

18" W 18" L 36" H

N75031

24" Large

24" W 24" L 42" H

N75032



Display Cylinders

Black or Gray

Low

30" W 15" H

N75020

Medium

18" W 20" H

N75021

High

24" W 36" H

N75022



Orion Computer Kiosk

Black

28" W 28" L 40.5" H

N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



Display Counter

Black or Gray

24" W 49" L 42" H

N72056



Alpha Adjustable Stand

30" W 36" L

N74079

Adjustable-height workstation with natural blonde top and black base. Height options: 30", 36", 42"

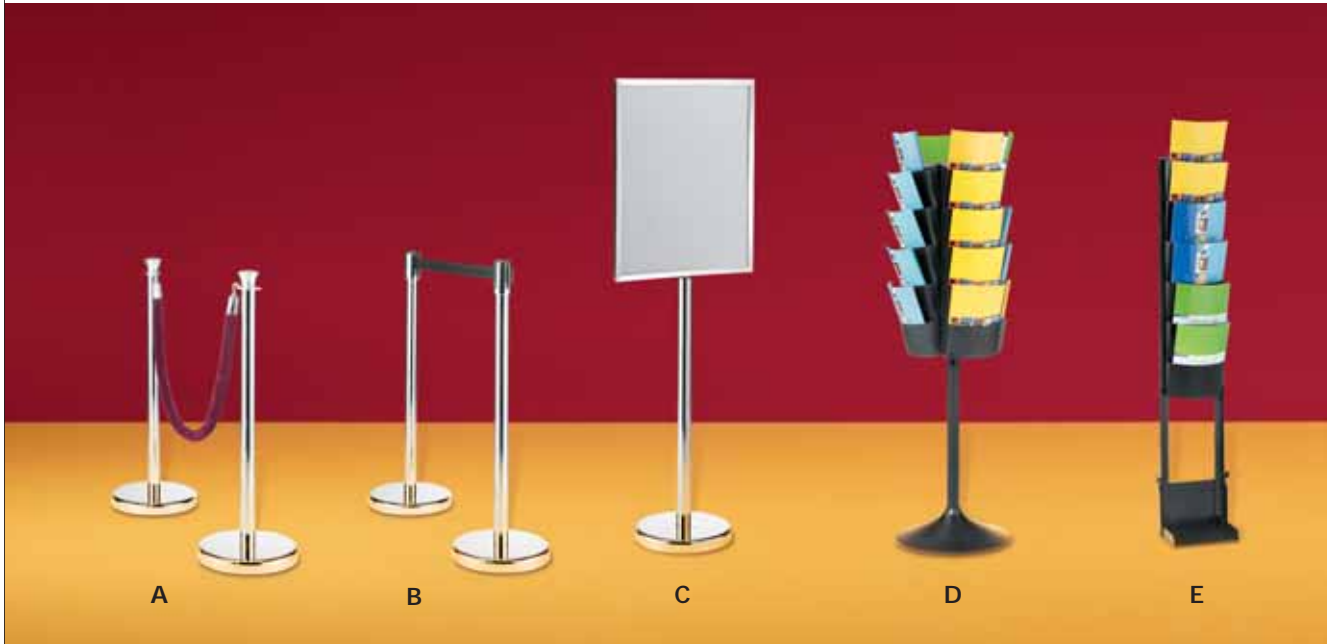


Colors may vary when viewing or printing from a computer.

Accessories

Page 14 of 15

FREEMAN FURNISHINGS



A. Chrome Stanchion

42" H - C220117

Velour Rope

Burgundy

5' - C2205

6' - C2206

8' - C2208

10' - C22010

White Plastic Chain

Available in one-foot increments

C220119

B. Chrome Stanchion with 8' Retractable Belt

42" H - C220121

C. Chrome Sign Holder

Holds 22" x 28" sign

C220118

D. Round Literature Rack

17" W 17" L 57" H

N750135

Revolving black display holds printed materials for easy access from 20 pockets.

E. Flat Literature Rack

10" L 55" H

N750136

Forward-facing black display presents printed materials in 6 pockets.

F. Chrome Coat Tree

C220109

G. Chrome Easel

C220134

H. Chrome Bag Rack

C220110

I. Brushed Metal Trash Container

8" W 24" H

Brass - N75055

Aluminum - N75054

Wastebasket

C220107



Colors may vary when viewing or printing from a computer.

Accessories

Page 15 of 15

FREEMAN FURNISHINGS



Small Refrigerator

19" W 19" L 34" H
N75057



File Cabinet with Lock

Standard Size

2-Drawer

25" W 15" L 28" H
N74082

4-Drawer

25" W 15" L 52" H
N74081



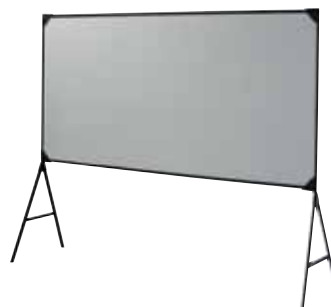
Black Table Lamp

25" H
N75052



Floor-Standing Bulletin Board

48" W 96" L 78" H
C10201484



Colors may vary when viewing or printing from a computer.

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE
AUGUST 1, 2005

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

PHONE #:

EXT.:

FAX#:

EMAIL:

ORDERED BY:

PRINT NAME:

DATE:

FURNISHINGS

Qty.	Part #	Description	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2					
___	N71092	Diva Counter Stool	174.40	226.70	___
___	N71091	Diva Chair	155.05	201.55	___
___	N710102	Santana Chair	155.05	201.55	___
___	N71085	Forestdale Chair	84.00	109.20	___
___	N710144	Diplomat Chair	174.40	226.70	___

*Please circle color for Cherry Barrel Chair:

Cranberry

Taupe

___	N71038	Cherry Barrel Chair*	205.30	266.90	___
-----	--------	----------------------------	--------	--------	-----

*Please circle color for Directors Chair and Bar Stool:

Black

Royal Blue

Bright Green

Yellow

Orange

Red

Purple

Bright Blue

___	N710142	Directors Bar Stool*	153.40	199.40	___
___	N71042	Directors Chair*	116.60	151.60	___
___	N710998	Directors Chair-Custom Imprint ..	Call for Quote	___	___

Pages 3 & 4

___	N71048	Gray Gaslift Stool/w arms	225.95	293.75	___
___	N71047	Gray Gaslift Stool	226.40	294.30	___
___	N71046	Gray Gaslift Chair/w arms	196.60	255.60	___
___	N71045	Gray Gaslift Chair	165.75	215.50	___
___	N71044	Executive Chair	285.85	371.60	___

*Please circle color for the Bugle Base Chair below:

Black Tweed

BlueTweed

___	N71041	Bugle Base Chair*	135.60	176.30	___
___	N71088	Black Diamond Stool	194.10	252.35	___
___	N71089	Black Diamond Side Chair	147.25	191.45	___
___	N71090	Black Diamond Arm Chair	107.50	139.75	___
___	C210105	Opal Side Chair	53.60	69.70	___

*Please circle color for the Arm Chair below:

Blue

Burgundy

Gray

___	C210101	Carson Arm Chair*	71.85	93.40	___
-----	---------	-------------------------	-------	-------	-----

Pages 5

___	N71049	Sibley Brass Bar Stool	192.05	249.65	___
___	C210112	Casey Padded Stool	75.95	98.75	___

*Please circle color for theTilt Swivel Chair listed below:

Blue Tweed

Gray Tweed

Black Tweed

___	N71040	Tilt Swivel Chair*	171.75	223.30	___
-----	--------	--------------------------	--------	--------	-----

*Please circle color forBrass/Chrome Conference Chair:

Black Tweed

Blue Tweed

___	N71016	Brass Conference Chair*	120.25	156.35	___
___	N710116	Chrome Conference Chair* ...	120.25	156.35	___
___	N710216	Black Conference Chair	120.25	156.35	___

LOUNGE SEATING

Page 6

___	N73091	Signature Loveseat	542.60	705.40	___
___	N71093	Signature Chair	427.55	555.80	___

FURNISHINGS

Qty.	Part #	Description	Discount Price	Standard Price	Total
LOUNGE SEATING Page 6 Continued					

*Please circle color for Kennedy Sectional Series:

Black Tweed

Blue Tweed

___	N730313	Kennedy Sofa/3 piece*	677.60	880.90	___
___	N730213	Kennedy Love Seat/2 piece* ..	451.75	587.30	___
___	N73013	Kennedy Corner Section*	225.90	293.65	___
___	N73014	Kennedy Center Section*	225.90	293.65	___

TABLES

Pages 7 & 8

___	N72026	Cherry Cocktail Table	195.90	254.65	___
___	N72027	Cherry End Table	171.85	223.40	___
___	N72028	Metro Slate Cocktail Table	180.85	235.10	___
___	N72029	Metro Slate End Table	157.15	204.30	___
___	C115103	Studio Black Cocktail Table...	161.70	210.20	___
___	C115104	Studio Black End Table	139.75	181.70	___

*Please circle color for Glass Conference Table:

Black

Brass

Chrome

___	N72015	Glass Conference Table*	181.80	236.35	___
___	N71065	Bugle Base Table/White	210.75	274.00	___

Pedestal Tables--SoHo Series

___	N72066	Black-Top Mini 18"H x 18"W	79.00	102.70	___
___	N72069	Black-Top Cafe 30"H x 24"W ..	135.70	176.40	___
___	N72070	Black-Top Bistro 42"H x 24"W ..	135.70	176.40	___

*Please circle color for 36" SoHo Table:

Black

Gray

___	N72067	Cafe Table 30"H x 36"W*	177.05	230.15	___
___	N72068	Bistro Table 42"H x 36"W*	193.35	251.35	___

Pedestal Tables--Chelsea Series--Butcher Block Top

___	N72063	Cafe Table 30"H x 30"W	159.55	207.40	___
___	N72064	Cafe Table 30"H x 36"W	159.55	207.40	___
___	N720163	Bistro Table 42"H x 30"W	159.55	207.40	___
___	N720164	Bistro Table 42"H x 36" W	159.55	207.40	___

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	361.50	469.95	___
___	N72092	Milano Table/Black Top	361.50	469.95	___
___	N72095	Luna Table/Blonde Top	465.15	604.70	___
___	N72094	Luna Table/Black Top	465.15	604.70	___

*Please circle color for Writing Table:

Black

Gray

___	N720191	Hemingway Writing Table* ...	354.95	461.45	___
___	N74061	Cherry Desk 5'	417.00	542.10	___
___	N74065	Cherry Bookcase	180.70	234.90	___
___	N74064	Cherry Credenza	344.05	447.25	___
___	N74071	Oak Desk 5'	417.00	542.10	___
___	N74075	Oak Bookcase	180.70	234.90	___
___	N74074	Oak Credenza	344.05	447.25	___

***Remember to select a color for items with (*).**

A color will be selected for you if one is not indicated.

GSA NETWORK SERVICES

August 15-18,2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

ORDERED BY:

PRINT NAME:

PHONE #:

DISPLAY FURNITURE

Pages 11 & 12

*Please circle color for Display Counter:

Black Gray

___ N72056	Display Counter*	252.15	327.80	_____
___ N74079	Alpha Adjustable Stand	348.85	453.50	_____
___ N75079	Orion Computer Kiosk	341.50	443.95	_____
___ N75030	Black Display Cube/Small ...	180.90	235.15	_____
___ N75031	Black Display Cube/Med	193.85	252.00	_____
___ N75032	Black Display Cube/Large ...	219.65	285.55	_____

*Please circle color for Display Cylinders:

Black Gray

___ N75020	Display Cylinder/Low*	179.60	233.50	_____
___ N75021	Display Cylinder/Medium* ...	179.60	233.50	_____
___ N75022	Display Cylinder/High*	179.60	233.50	_____

All Tables are 24" Wide

*Please circle color for drape:

Berry Black Blue Burgundy Dark Green Gold Gray
Plum Red Teal White

DRAPED TABLES

___ C124330	3' Draped Table/30"H*	90.15	117.20	_____
___ C124430	4' Draped Table/30"H*	101.90	132.45	_____
___ C124630	6' Draped Table/30"H*	131.20	170.55	_____
___ C124830	8' Draped Table/30"H*	184.45	239.80	_____
___ C12404630	4th Side Draping-6' X 30"H*	28.05	36.45	_____
___ C12404830	4th Side Draping-8' X 30"H*	28.05	36.45	_____
___ C124342	3' Draped Counter/42"H*	112.80	146.65	_____
___ C124442	4' Draped Counter/42"H*	124.70	162.10	_____
___ C124642	6' Draped Counter/42"H*	153.90	200.05	_____
___ C124842	8' Draped Counter/42"H*	206.65	268.65	_____
___ C12404642	4th Side Drape - 6' x 42"	37.80	49.15	_____
___ C12404842	4th Side Drape - 8' x 42"	37.80	49.15	_____

UNDRAPED TABLES

___ C125330	3' Undraped Table/30"H	31.20	40.55	_____
___ C125430	4' Undraped Table/30"H	35.75	46.50	_____
___ C125630	6' Undraped Table/30"H	47.95	62.35	_____
___ C125830	8' Undraped Table/30"H	57.60	74.90	_____
___ C125342	3' Undraped Counter/42"H	53.95	70.15	_____
___ C125442	4' Undraped Counter/42"H	58.55	76.15	_____
___ C125642	6' Undraped Counter/42"H	70.25	91.35	_____
___ C125842	8' Undraped Counter/42"H	80.00	104.00	_____

Table Top Risers**(DRAPED IN WHITE ONLY)**

___ C151410	4'L x 10"H Single Step Riser .	64.50	83.85	_____
___ C151610	6'L x 10"H Single Step Riser .	86.55	112.50	_____
___ C151810	8'L x 10"H Single Step Riser	101.90	132.45	_____

(UNDRAPED)

___ C150410	4'L x 10"H Single Step Riser .	26.80	34.85	_____
___ C150610	6'L x 10"H Single Step Riser .	37.80	49.15	_____
___ C150810	8'L x 10"H Single Step Riser .	45.05	58.55	_____

ACCESSORIES

Pages 13 & 14

___ C220117	Chrome Stanchion	61.55	80.00	_____
___ C220121	Chrome Stanchion w/Retract. 8' Ball ...	61.55	80.00	_____
___ C22088	8' Velour Rope (Black Only) ...	30.75	40.00	_____
___ C220120	White Plastic Stanchion	26.15	34.00	_____
___ C220119	White Plastic Chain-per ft.	4.40	5.70	_____
___ C220118	Chrome Sign Holder	91.35	118.75	_____
___ N750135	Round Literature Rack	168.00	218.40	_____
___ N750136	Flat Literature Rack	148.55	193.10	_____
___ C220109	Chrome Coat Tree	36.05	46.85	_____
___ C220110	Chrome Bag Rack	91.35	118.75	_____
___ C220134	Chrome Easel	37.35	48.55	_____
___ C10405	Garment Rack	130.65	169.85	_____
___ N75054	Aluminum Wastebasket	82.00	106.60	_____
___ N75055	Brass Wastebasket	82.00	106.60	_____
___ C220107	Wastebasket	17.05	22.15	_____
___ N75057	Refrigerator/4 cubic ft.	361.50	469.95	_____
___ N75052	Black Table Lamp	83.15	108.10	_____
___ N74082	File Cabinet/2 Drawer	105.25	136.85	_____
___ N74081	File Cabinet/4 Drawer	163.50	212.55	_____
___ C10201484	Bulletin Board	187.95	244.35	_____

*Please circle color for drape:

Black Burgundy Dark Green Gold Gray Red Teal White

___ 12103	Special Drape-3'High-per ft.	13.05	16.95	_____
___ 12108	Special Drape-8'High-per ft.	19.10	24.85	_____

Plus Labor to install/No Charge to dismantle.

Subtotal _____ + Tax (6%) _____ =TOTAL _____

FREEMAN FURNISHINGS

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE
AUGUST 1, 2005

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

PHONE #:

EXT.:

FAX#:

EMAIL:

ORDERED BY:

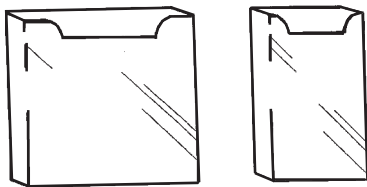
PRINT NAME:

DATE:

For your special display needs, choose from the following Freeman Accessories.

To order, complete the Order Form portion **below**.

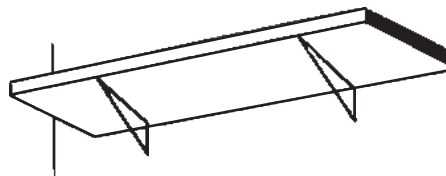
PLEASE NOTE: These items are NOT for use with Freeman Modular Rental Systems.



Literature Pockets

174015 - 8½" X 11"

174045 - 4" X 5"

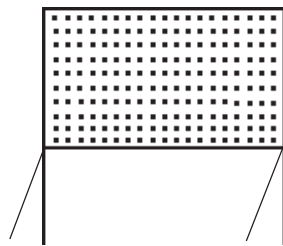
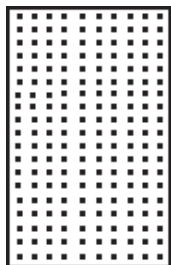


Perfboard Shelves

1020410 - 4' x 10" Shelf

with 2 Brackets

*Special Note: Shelves
can ONLY support materials up to 5 lbs.*



PerfBoard

All panels are white • Holes are 1/8"

Special colors priced on request

Please indicate **Vertical** or **Horizontal** below

10201280 - 2' x 8' Single-Sided Panel

10201480 - 4' x 8' Single-Sided Panel

10201
Straight Hook



10202
Loop-Hook



10203
Single Hook



10204
Double Hook



FREEMAN ACCESSORIES

Qty.	Part #	Description	Discount Price	Standard Price	Total
_____	174015	Plexiglass Literature Pocket-Letter	24.35	31.65	_____
_____	174045	Plexiglass Literature Pocket-4"x 5"	21.10	27.45	_____

PerfBoard

***Please circle the position for PerfBoard Panels:**

Horizontal

Vertical

_____	10201280	2' x 8'-Single Sided*	84.50	109.85	_____
_____	10201480	4' x 8'-Single Sided*	164.15	213.40	_____
_____	1020410	4' x 10" Perfboard Shelf	26.50	34.45	_____
_____	10201	Straight Hook	1.35	1.75	_____
_____	10202	Loop Hook	1.35	1.75	_____
_____	10203	Single Hook	2.50	3.25	_____
_____	10204	Double Hook	3.85	5.00	_____

Subtotal _____ **+ Tax (6%)** _____ **=TOTAL** _____

FREEMAN ACCESSORIES



Prestige CARPET

Page 1 of 3

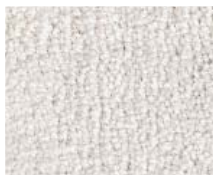
Freeman's Prestige Carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Six popular colors are available in a luxurious 40-ounce weight, and all fifteen designer colors are available in a 28-ounce weight.

Only Freeman's packages include:

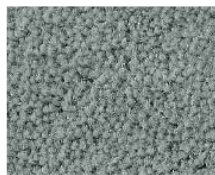
- brand-new, 10-foot-wide carpet
- no hidden costs or handling charges
- delivery, visqueen covering, installation, carpet tape and carpet removal
- no waste charges (pay only for what you need)
- foam padding available with minimal surcharge
- extra discounts on carpet and foam padding for large orders

CUSTOM OPTIONS

Prestige Carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on *Quick Facts* for assistance.



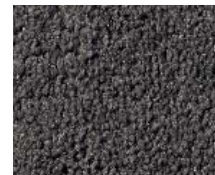
White*



Sea Breeze*



Gray Pearl*



Charcoal*



Black*



Navy*



Wedgewood



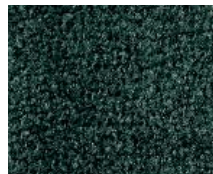
Toast



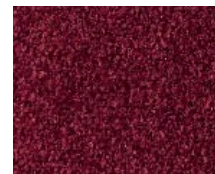
Cream



Baywater



Pine



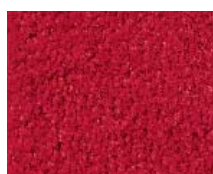
Cabernet



Raspberry



Peach



Cardinal

***These six colors are available in 28 & 40 oz.**

Colors may vary when viewing or printing from a computer.



Classic CARPET

Page 2 of 3

CUSTOM CUT

Freeman's Classic Carpet all-inclusive packages are available in a range of colors and include delivery, visqueen covering, installation, carpet tape, carpet removal and all handling fees. Foam padding is available for a minimal fee, with extra discounts on large orders.

STANDARD CUT

Our Classic Carpet comes in a variety of standard sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape and carpet removal. Foam padding and visqueen covering available for small surcharge. As always, there are no hidden fees.



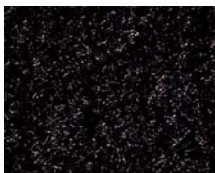
Plum



Berry



Teal



Black



Red



Gray



Green



Blue



Burgundy

Cleaning information on next page

Colors may vary when viewing or printing from a computer.



Cleaning SERVICES

Page 3 of 3

General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from Freeman are installed clean for your use. You may order additional cleaning services for debris created during setup and show days. Refer to the Order Form for instructions.

Freeman also offers a full range of cleaning services before and during the event, including:

VACUUMING

This service may be ordered once before the show opens, or on a daily basis to keep your exhibit looking fresh. Our daily vacuuming service also includes emptying of your booth's wastebaskets.

SHAMPOOING

For extra-heavy dirt removal, carpet shampooing can be ordered before the event or on a daily basis. Daily service is provided after show closing.

PORTER SERVICE

By policing your exhibit area at two-hour intervals during show hours, our porter service ensures that it is kept clean and that your wastebaskets are regularly emptied.

SPECIAL SERVICES

We provide a variety of valuable additional services, including cleaning of tile and wood floors, exhibit wipe-down and dedicated full-time cleaning staff assigned to your exhibit.

F R E E M A N

FREEMAN CARPET & CLEANING

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE

AUGUST 1, 2005

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES

August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME:

PHONE #:

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department (773) 379-5040.
- If you would like a quote on digitally produced carpet logos, please contact our Exhibitor Sales Department.
- **NO MATERIAL HANDLING Charges on carpet ordered from Freeman!**

PRESTIGE CARPET LINE - Includes plastic covering, delivery, installation, carpet tape, and removal

- Guaranteed new, high quality carpet available in a variety of designer colors.

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Gray Pearl ☐ White

40 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)

Discount Standard

100 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @ \$3.00 \$3.90 \$ _____

701 - 1200 sq.ft. Booth Size: _____ x _____ = _____ sq.ft. @ \$2.70 \$3.50 \$ _____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ White

28 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)

Discount Standard

100 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @ \$2.55 \$3.30 \$ _____

701 - 1200 sq.ft. Booth Size: _____ x _____ = _____ sq.ft. @ \$2.25 \$2.95 \$ _____

CUSTOM CUT CLASSIC CARPET - Includes plastic covering, delivery, installation, carpet tape, and removal

- Our Custom Cut Classic Carpeting is available in custom cut sizes and in eight standard colors.

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

☐ Burgundy ☐ Gray

16 oz. Custom Cut Carpet Rental - Price per square foot (100 sq. ft. minimum)

Discount Standard

Per square foot Booth Size: _____ x _____ = _____ sq.ft. @ \$1.85 \$2.40 \$ _____

STANDARD CARPET - Includes delivery, installation, carpet tape, and removal

- Our 16 oz. Standard Classic Carpeting is available in eight standard colors.

CHOOSE YOUR CARPET COLOR

☐ Burgundy ☐ Gray

Qty	Description	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	167.50	217.75	\$ _____
_____	9' x 20' Classic Carpet	334.25	434.55	\$ _____
_____	9' x 30' Classic Carpet	501.35	651.75	\$ _____
_____	9' x 40' Classic Carpet	668.75	869.40	\$ _____

CARPET PADDING AND PLASTIC COVERING- Includes delivery, installation, and removal.

Carpet Padding-1/2" Per sq. ft.

Discount Standard

100-700 sq.ft. Booth Size: _____ x _____ = _____ sq.ft. @ \$.50 \$.65 \$ _____

701-1200 sq.ft. Booth Size: _____ x _____ = _____ sq.ft. @ \$.35 \$.45 \$ _____

Plastic Covering

Discount Standard

Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @ \$.25 \$.32 \$ _____

- TOTAL CARPET COST -

Subtotal + 6% Tax = \$ Total Cost

****All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE

AUGUST 1, 2005

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES **August 15-18, 2005 • Hilton Chicago**

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME:

PHONE #:

Show Management has designated Freeman as the exclusive cleaning contractor for this event. No other cleaning service, including exhibitor appointed contractors or Installation & Dismantle Companies, may perform this service during this event. In order to secure Cleaning Services, please order below or see the Freeman Service Desk on the show floor. Please see below for applicable services and rates.

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.

BOOTH VACUUMING (per sq ft - 100 sq ft minimum)

Qty	Part #	Description	Price	Total
_____	610100	Booth Vacuuming-One Time27	_____
_____	610200	Booth Vacuuming-2Days53	_____
_____	610300	Booth Vacuuming-3 Days (Duration of Show)72	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty	Part #	Description	Price	Total
_____	630100	Shampoo Carpet-One Time55	_____

PORTER SERVICE (per day)

Qty	Part #	Description	Price	Total
• Includes emptying of wastebaskets and policing of your exhibit area at two-hour intervals during show hours.				
_____	620500	Porter Service (1-500 sqft)	47.40	_____
_____	6201500	Porter Service (501-1500 sqft)	62.25	_____
_____	6202500	Porter Service (1501-2500 sqft)	78.55	_____
_____	6203500	Porter Service (2501-3500 sqft)	93.15	_____
_____	6203501	Porter Service (Over 3501 sqft)	Call For Quote	_____

PORTER SERVICE (Duration of Show--3 Days)

Qty	Part #	Description	Price	Total
_____	621500	Porter Service (1-500 sqft)	127.00	_____
_____	6211500	Porter Service (501-1500 sqft)	171.35	_____
_____	6212500	Porter Service (1501-2500 sqft)	218.75	_____
_____	6213500	Porter Service (2501-3500 sqft)	264.50	_____
_____	6213501	Porter Service (Over 3501 sqft)	Call For Quote	_____

MISCELLANEOUS SERVICES

Qty	Part #	Description	Price	Total
_____	640100	Tile Cleaning--One Night Only30	_____
_____	640200	Anti-Static-per sq ft20	_____
_____	640300	Full Time Porter Service per hour	28.05	_____

TOTAL CLEANING COST

Sub-Total _____ + Tax (N/A) _____ = TOTAL _____

If you have questions or need assistance in completing your order, please contact our Exhibitor Services Department at 773/473-7080.

Hotel 05-06 Revised 03/05

FREEMAN CLEANING SERVICES



Page 1 of 9

**WELCOME TO THE FREEMAN CATALOG
OF MODULAR RENTAL EXHIBITS.**

Freeman's Rental Exhibit program is a convenient, cost-effective solution to the complexity and expense of traditional trade show exhibits.

Freeman offers an extensive selection of contemporary rental exhibits designed to fit any budget and marketing objective. Four different rental exhibit systems, a wide array of surface options, custom enhancements, and accessories, plus our custom exhibit capabilities, give you endless design flexibility. In addition, Freeman makes it easy by covering the exhibit shipping, storage, installation, dismantling, and any needed repairs. Plus, the all-inclusive price includes carpet and cleaning services.

See the enclosed Order Form to place your order or contact our exhibit experts to discuss your individual exhibit needs.

F R E E M A N

FREEMAN RENTAL EXHIBITS

System 1 Options

Page 2 of 9

Version A

Basic, Standard Metal

10x10
1000
10x20 (not shown)
1010

Version B

Powder Coated Metal with Matching Panels

10x10
1020
10x20 (not shown)
1030

Version C

Digital Graphic Panels with Coated Metal

10x10
1040
10x20 (not shown)
1050

Version D

Custom Components

10x10
0999
10x20 (not shown)
0999

Note: Electrical service must be ordered separately.



Note: Electrical service must be ordered separately.

System 2 Options

Page 3 of 9



Version A
Basic, Standard Metal
10x10 (not shown)
2000
10x20
2010



Version B
Powder Coated Metal with Matching Panels
10x10 (not shown)
2020
10x20
2030



Version C
Digital Graphic Panels with Coated Metal
10x10 (not shown)
2040
10x20
2050



Version D
Custom Components
10x10 (not shown)
0999
10x20
0999

Note: Electrical service must be ordered separately.

System 3 Options

Page 4 of 9



Version A
Basic, Standard Metal
10x10
3000
10x20 (not shown)
3010



Version B
**Powder Coated Metal
with Matching Panels**
10x10
3020
10x20 (not shown)
3030



Version C
**Digital Graphic Panels
with Coated Metal**
10x10
3040
10x20 (not shown)
3050



Version D
Custom Components
10x10
0999
10x20 (not shown)
0999

Note: Electrical service must be ordered separately.

System 4 Options

Page 5 of 9

A



Version A

Basic, Standard Metal

10x10

4000

10x20 (not shown)

4010

B



Version B

**Powder Coated Metal
with Matching Panels**

10x10

4020

10x20 (not shown)

4030

C



Version C

**Digital Graphic Panels
with Coated Metal**

10x10

4040

10x20 (not shown)

4050

D



Version D

Custom Components

10x10

0999

10x20 (not shown)

0999

Note: Electrical service must be ordered separately.

C U S T O M D E S I G N S

Page 6 of 9

Plan an exhibit like no one has ever seen. Freeman gives you the flexibility to create an innovative custom exhibit with the convenience and affordability of a rental program. Whether you already have an exhibit concept in mind or you would like us to develop new ideas, our team of experts can bring exhibits to life from design through final production. Let us create a unique exhibit to meet your specific needs.



Note: Electrical service must be ordered separately.



TOTALFLEX®

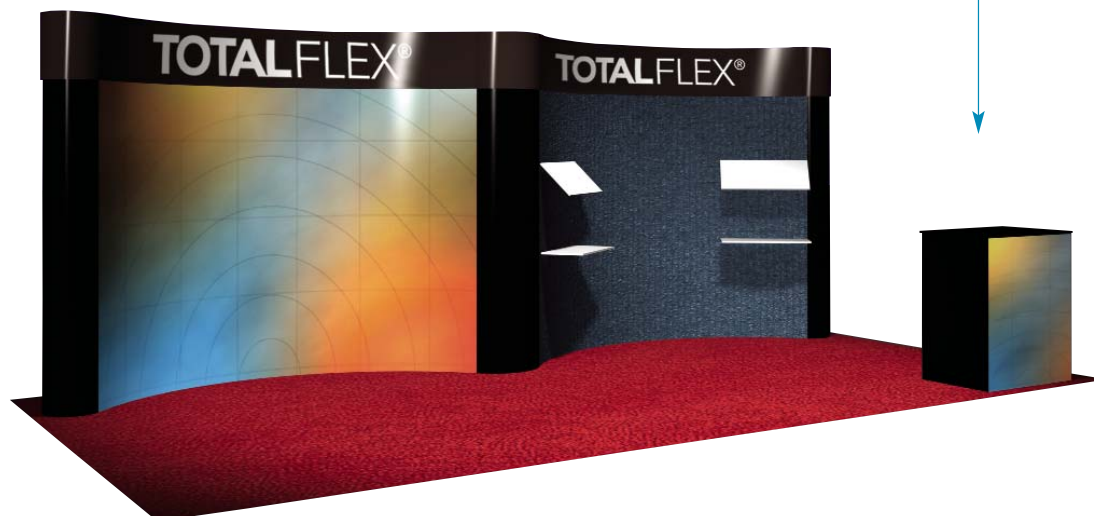
By Freeman

Page 7 of 9



Now available to rent or purchase, Freeman's TotalFlex® display provides more options for configuring exhibits to fit your space, budget, and vision. It's versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro® compatible FRONTRUNNER™ fabric panels available in wide selection of colors.
- Compatible with shelves, lights, and other innovative trade show accessories.
- Custom graphics, available through Freeman, can dramatically enhance your exhibit's appearance.
- A wide array of sizes and configurations, including tabletops and towers, are available.



Note: Electrical service must be ordered separately.

FREEMAN RENTAL EXHIBITS



Page 8 of 9

Add utility and depth to your exhibit with Freeman's wide assortment of enhancements and accessories.

Attract attention, build traffic and communicate key marketing messages with vivid signs, banners and graphics. Freeman's graphic resources and abilities handle four-color, photo-quality, high-resolution digital printing in virtually any size.

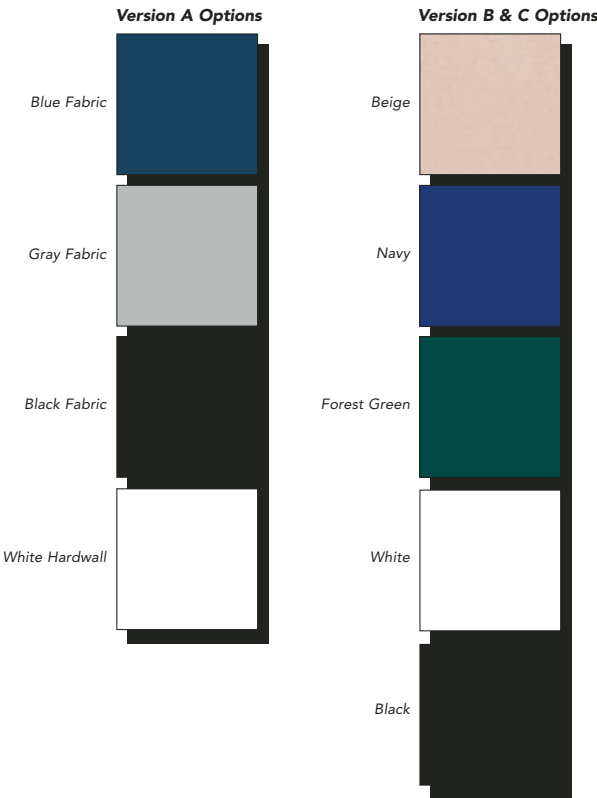
You can create a unique look for your exhibit with custom flooring, furniture, and lighting. Add carpet, tile, hardwood, counters, bars, stools, chairs, computer kiosks and more to make your exhibit even more noticeable, convenient, and comfortable.



COLOR OPTIONS

Page 9 of 9

Configure your Rental Exhibit with the color options below. Version A systems allow your choice of Blue Fabric, Gray Fabric, Black Fabric or White Hardwall. Version B & C systems offer a selection of five colors. Custom Exhibit designs present you with endless possibilities of surfaces, textures, and styles. Call for samples.



Note: Soundproof and heavier grade wall panel systems available. Actual colors may vary.

Begin planning your Freeman Rental Exhibit today. Complete the enclosed Order Form or speak directly to a Freeman rental exhibit specialist. Call the number listed on the form.

FREEMAN

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DISCOUNT PRICE
DEADLINE DATE

AUGUST 1, 2005

JOB # 14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES

August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

ORDERED BY:

PRINT NAME:

PHONE #:

All Exhibits Include: Material Handling of Exhibit
Installation & Dismantle of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights (per 10' unit) **ELECTRIC SERVICE & LABOR TO HANG LIGHTS NOT INCLUDED**

*To place your order, please
check the appropriate box and
complete the reverse side.*

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 \$2,959.00 10x10 - Part# 1000 \$1,519.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 \$4,692.00 10x10 - Part# 1020 \$2,343.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 \$7,902.00 10x10 - Part# 1040 \$3,948.00
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 \$3,082.00 10x10 - Part# 2000 \$1,519.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 \$4,794.00 10x10 - Part# 2020 \$2,381.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 \$8,068.00 10x10 - Part# 2040 \$4,071.00
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 \$3,124.00 10x10 - Part# 3000 \$1,546.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 \$4,815.00 10x10 - Part# 3020 \$2,402.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 \$8,153.00 10x10 - Part# 3040 \$4,071.00
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 \$3,210.00 10x10 - Part# 4000 \$1,600.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 \$4,917.00 10x10 - Part# 4020 \$2,456.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 \$8,191.00 10x10 - Part# 4040 \$4,114.00

SYSTEMS 1 - 2 - 3 - 4 VERSION D / CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20



**An Exhibitor Sales Specialist will contact you to assist you in creating a
unique exhibit that meets your specific needs!**

Part# 999 QUOTED UPON REQUEST

FREEMAN RENTAL EXHIBITS

GSA NETWORK SERVICES

August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

ORDERED BY:

PRINT NAME:

PHONE #:

CHOOSE YOUR PANELS

VERSION A

- ☐ BLUE FABRIC
- ☐ GRAY FABRIC
- ☐ BLACK FABRIC
- ☐ WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- ☐ BEIGE
- ☐ NAVY
- ☐ FOREST GREEN
- ☐ WHITE
- ☐ BLACK

VERSION D

- ☐ **CUSTOM PANEL COLOR**
An Exhibitor Sales Specialist will contact you to assist in making your selections

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available.

Check color choice:

- ☐ Burgundy ☐ Gray

You may upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections

- ☐ **PRESTIGE CARPET**
Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). **Order electrical service and labor to hang lights for your exhibit on the electrical order form included in your service manual.**

QUICK TIPS FOR EASY EXHIBITING

- Please see the **Custom Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are shipping literature or products, please refer to the **Material Handling** order form to arrange for delivery of those items to your exhibit.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

CLARENDON MEDIUM ENVIRO

EUROSTILE BOLD HELVETICA BOLD

TIMES NEW ROMAN

Other _____

Indicate color of background:

- ☐ Beige ☐ Navy ☐ White
- ☐ Black ☐ Forest Green

Indicate which color lettering you would like. We have a wide variety of standard colors available:

Letter color desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits indicate copy of second header:

Custom Logo Header

- ☐ Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

VERSIONS C & D

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

If you have any questions or need assistance in completing your order, please call us and ask for your Exhibitor Sales Specialist.

TOTAL COST -

Subtotal + 6% Tax = \$ Total Cost

FREEMAN

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DISCOUNT PRICE
DEADLINE DATE
AUGUST 1, 2005

JOB # 14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

ORDERED BY:

PRINT NAME:

PHONE #:



RENTAL PRICING

TABLE TOP UNITS*			QTY.	TOTAL
Part #	Size	Price		
1715155	40"Hx6"W	\$740	_____	_____
1715150	40"Hx8"W	\$863	_____	_____
1715145	5'Hx6"W	\$988	_____	_____
1715140	5'Hx8"W	\$1111	_____	_____

FLOOR UNITS			QTY.	TOTAL
Part #	Size	Price		
1715115	8'Hx4"W	\$988	_____	_____
1715110	8'Hx6"W	\$1111	_____	_____
1715105	8'Hx8"W	\$1235	_____	_____
1715100	8'Hx10"W**	\$1478	_____	_____

Rental Units include: (Electrical service not included)

Material Handling of Exhibit

Installation & Dismantle of Exhibit

Nightly Vacuuming

1-200 watt Halogen Light/Table Top Unit

2-200 watt Halogen Lights/Floor Unit

**Podium - Part # 150100 only

Header Identification Sign - Indicate copy below:

Table Top includes Draped Table (Circle Color)

Blue Plum Berry Black Burgundy Gold
Gray Green Red Teal White

Fabric Panel (Circle Color) Black Gray

9'x10' Classic Carpet (Circle Color) Berry Blue

Black Burgundy Gray Plum Red Teal

PURCHASE PRICING

TABLE TOP UNITS			QTY.	TOTAL
Part #	Size	Price		
1715255	40"Hx6"W	\$926	_____	_____
1715250	40"Hx8"W	\$1050	_____	_____
1715245	5'Hx6"W	\$1173	_____	_____
1715240	5'Hx8"W	\$1358	_____	_____

FLOOR UNITS			QTY.	TOTAL
Part #	Size	Price		
1715215	8'Hx4"W	\$1235	_____	_____
1715210	8'Hx6"W	\$1482	_____	_____
1715205	8'Hx8"W	\$2099	_____	_____
1715200	8'Hx10"W**	\$2466	_____	_____

SHIPPING NOT INCLUDED

Purchase includes: (Electrical Service not included)

1 Case (Table Top Unit)

2 Cases (Floor Unit)

**Podium - Part #150200 only

Velcro Compatible Fabric Panels (Circle Color)

Blaze Red Blueberry Coal (Black) Emerald

Koala (Gray) Imperial Blue Silver

Other Colors Also Available

CUSTOM GRAPHIC/PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance. Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

Orders received after the deadline date or without payment will cost an additional 30% and are subject to availability.

OPTIONAL ACCESSORIES		PURCHASE		RENTAL		TOTAL
Part #	Description	QTY.	Price	QTY.	Price	
1715800	2-200 Watt Halogen Lights Kit ***	_____	\$200	_____	\$140	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$145	_____	\$73	_____
1715802	Straight Shelf	_____	\$101	_____	\$56	_____
1715803	Angle Shelf	_____	\$101	_____	\$56	_____
1715806	Podium Kit	_____	\$449	_____	\$252	_____

TOTAL COST

Subtotal + 6% Tax (Rental) =
8.75% Tax (Purchase)
\$ _____
Total Cost

***Available with purchase of Floor Unit only

2006/rev. 3/05

FREEMAN TOTALFLEX

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE
AUGUST 1, 2005

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

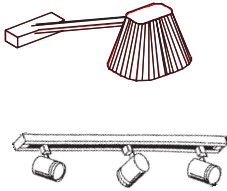
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

PHONE #: _____ EXT.: _____ FAX#: _____ EMAIL: _____

ORDERED BY: _____ PRINT NAME: _____ DATE: _____

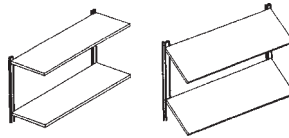
ACCESSORIES FOR RENTAL UNITS

LIGHTS



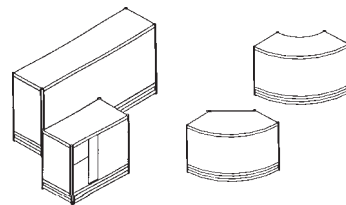
SHELVES

(White Only)



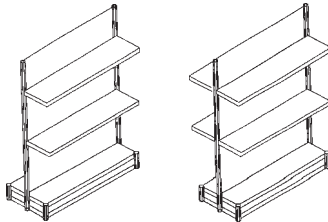
CABINETS

(Available in White PVC, Black, Blue, Or Gray Fabric)

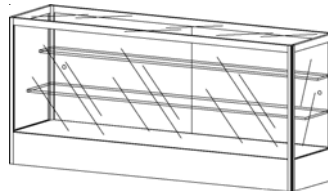


GONDOLAS

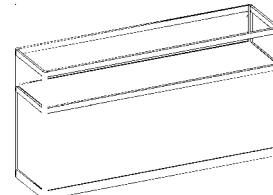
(Available in 1/8" White Perfboard, White PVC, Black, Blue, Or Gray Fabric)



SHOWCASES-- FULL VIEW



SHOWCASES-- JEWELERS CASE



(Lockable Storage included)
White PVC with 12" high front glass display section.

CUSTOM ACCESSORIES

Qty.	Part #	Description	Discount Price	Standard Price	Total
------	--------	-------------	----------------	----------------	-------

LIGHT FIXTURES (Electrical Service NOT Included)

___	172517	Skanda Light	97.55	126.80	_____
___	172514	Track Lights	239.30	311.10	_____

SHELVING

___	321200	Straight Shelf - 1 meter	62.00	80.60	_____
___	321201	Angled Shelf - 1 meter	71.60	93.10	_____

CABINETS (Sliding door locks Included)

*Please circle color for the items listed below:

Black Fabric Blue Fabric Gray Fabric White PVC

___	17305	1 Meter x 36"H Cabinet*	436.35	567.25	_____
___	17308	2 Meter x 36"H Cabinet*	521.00	677.30	_____
___	17306	1 Meter x 42"H Cabinet*	462.65	601.45	_____
___	17309	2 Meter x 42"H Cabinet*	545.35	708.95	_____
___	173010	1 Mtr. x 36"H Radius Cabinet*	520.80	677.05	_____
___	173011	1 Mtr. x 42"H Radius Cabinet*	586.65	762.65	_____
___	173013	1 Mtr. x 36"H Radius Counter*	386.80	502.85	_____
___	173014	1 Mtr. x 42"H Radius Counter*	452.70	588.50	_____

Subtotal _____ **+ Tax (6%)** _____ **=TOTAL** _____

CUSTOM ACCESSORIES

Qty.	Part #	Description	Discount Price	Standard Price	Total
------	--------	-------------	----------------	----------------	-------

*Please circle color for the items listed below:

Black Fabric Blue Fabric Gray Fabric

White PVC White Perfboard

Gondolas-Single Sided

___	321600	Gondolas -39"x 48"*	265.50	345.15	_____
___	321601	Gondolas -39"x 72"*	353.35	459.35	_____
___	321602	Gondolas -48"x 48"*	353.35	459.35	_____
___	321603	Gondolas -48"x 72"*	449.30	584.10	_____

Gondolas-Double Sided (Includes Base and 2 Shelves per side)

___	321700	Gondolas -39"x 48"*	353.35	459.35	_____
___	321701	Gondolas -39"x 72"*	449.30	584.10	_____
___	321702	Gondolas -48"x 48"*	449.30	584.10	_____
___	321703	Gondolas -48"x 72"*	545.70	709.40	_____

Showcases-Full Vision Cases (Not Illuminated)

___	3211200	Style #A -1 Meter x 36"	581.80	756.35	_____
___	3211201	Style #A -2 Meter x 36"	679.30	883.10	_____
___	3211202	Style #A -1 Meter x 42"	581.80	756.35	_____
___	3211203	Style #A -2 Meter x 42"	679.30	883.10	_____

Showcases-Jewelers Cases (Not Illuminated)

___	3211300	Style #C - 1 Meter x 36"	447.85	582.20	_____
___	3211301	Style #C - 2 Meter x 36"	545.35	708.95	_____
___	3211302	Style #C - 1 Meter x 42"	447.85	582.20	_____
___	3211303	Style #C - 2 Meter x 42"	545.35	708.95	_____

Subtotal _____ **+ Tax (6%)** _____ **=TOTAL** _____

FREEMAN EXHIBIT ACCESSORIES

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE

JULY 15, 2005

JOB #: 14-135759

INCLUDE METHOD OF PAYMENT
FORM WITH YOUR ORDER

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

EXHIBITING COMPANY NAME:

BOOTH #:

CONTACT NAME:

BOOTH SIZE:

X

PHONE #:

E-MAIL

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.



Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$4,511.00	\$5,864.30	_____
_____	10' x 10'	4'	40'	\$5,360.00	\$6,968.00	_____
_____	15' x 15'	3'	60'	\$6,381.00	\$8,295.30	_____
_____	15' x 15'	4'	60'	\$7,533.00	\$9,792.90	_____



Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$5,685.00	\$7,390.50	_____
_____	10' x 15'	4'	40'	\$6,601.00	\$8,581.30	_____



Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$3,983.00	\$5,177.90	_____
_____	10'	4'	31.42'	\$4,606.00	\$5,987.80	_____
_____	15'	3'	47.12'	\$5,617.00	\$7,302.10	_____
_____	15'	4'	47.12'	\$6,506.00	\$8,457.80	_____



Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	30'	\$3,472.00	\$4,513.60	_____
_____	10' x 10'	4'	30'	\$4,050.00	\$5,265.00	_____
_____	15' x 15'	3'	45'	\$5,365.00	\$6,974.50	_____
_____	15' x 15'	4'	45'	\$7,652.00	\$9,947.60	_____



Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$2,921.00	\$3,797.30	_____
_____	15'	4'	30'	\$3,663.00	\$4,761.90	_____
_____	20'	3'	40'	\$4,393.00	\$5,710.90	_____
_____	20'	4'	40'	\$5,168.00	\$6,718.40	_____
_____	30'	3'	60'	\$5,752.00	\$7,477.60	_____
_____	30'	4'	60'	\$6,960.00	\$9,048.00	_____

Total: _____ x 8.75%(Tax) _____ = _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics



Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes. Or you may call our Exhibitor Sales Department 1-800-618-4668.

FREEMAN FABRIC SOLUTIONS

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your graphic designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes
- Accurate color proof print of artwork
- Contact name, phone number and email address of art creator, if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE--Illustrator, InDesign, and Photoshop
- COREL DRAW
- MACROMEDIA freehand
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** listed in order of preference:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

Files types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc) or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery either on a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not good options for sending large graphic files.)
- Large files may also be posted to Freeman's FTP site for downloading--you may get the password and other needed information from your Freeman service representative in order to post the files. However, a hard paper proof print must also be sent via overnight delivery in addition to posting the electronic files.

These are general guidelines for submitting artwork. If you have specific question please call: Gene Mansch at (773) 473-7410.

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DISCOUNT PRICE
DEADLINE DATE

AUGUST 1, 2005

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES

August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

EXHIBITING COMPANY NAME:

BOOTH #:

PRINT NAME:

BOOTH SIZE:

X

SIGNATURE:

DATE:

**To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see guidelines for electronic files on the reverse side of this form.**

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.
sq. ft. _____ x \$11.25 = \$ _____

- \$11.25 per sq. ft. (standard price \$16.90)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Foamcore ☐ Masonite ☐
PVC ☐ Plexi ☐
Gatorfoam ☐ Other ☐

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.		Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$24.30	\$36.45 = \$	_____
7" x 22"	_____ @	\$24.30	\$36.45 = \$	_____
7" x 44"	_____ @	\$33.95	\$50.95 = \$	_____
9" x 44"	_____ @	\$43.70	\$65.55 = \$	_____
11" x 14"	_____ @	\$24.30	\$36.45 = \$	_____
14" x 22"	_____ @	\$33.95	\$50.95 = \$	_____
14" x 44"	_____ @	\$68.00	\$102.00 = \$	_____
22" x 28"	_____ @	\$68.00	\$102.00 = \$	_____
28" x 44"	_____ @	\$137.50	\$206.25 = \$	_____
20" x 60" (white only)	_____ @	\$137.50	\$206.25 = \$	_____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

- Please feel free to attach additional sign copy on separate page.

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color:

Lettering Color:

Subtotal \$ _____

Tax 8.75% \$ _____

Total Cost \$ _____

FREEMAN GRAPHICS & SIGNS

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your graphic designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes
- Accurate color proof print of artwork
- Contact name, phone number and email address of art creator, if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE--Illustrator, InDesign, and Photoshop
- COREL DRAW
- MACROMEDIA freehand
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** listed in order of preference:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

Files types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc) or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery either on a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not good options for sending large graphic files.)
- Large files may also be posted to Freeman's FTP site for downloading--you may get the password and other needed information from your Freeman service representative in order to post the files. However, a hard paper proof print must also be sent via overnight delivery in addition to posting the electronic files.

F R E E M A N

Labor Jurisdictions

Third Party Authorization Form

Carpenter Labor Order Form

Decorator Labor Order Form

Material Handling Order Form

Rigging Labor Order Form

Directions to the Hilton

Advance Warehouse Shipping Labels

Direct Shipping Labels

Accessible Storage Order Form

Outbound Shipping Order Form

Material Handling Terms & Conditions

Payment & Labor Terms & Conditions

Air Cargo Terms & Conditions

Motor Cargo Terms & Conditions

CHICAGO AREA UNION JURISDICTIONS

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitor may carry in small packages including pop-up booths provided they can be hand-carried.

MACHINERY MOVERS & RIGGERS

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth.

The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew.

Exhibitors may carry computers or appliances provided it can be reasonably done by hand.

Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment.

On computer equipment and small appliances, crew sizes for operations requiring a rigger will be determined by the size of the job. If only one man is needed to do the work, then only one rigger will be required.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

CHICAGO AREA UNION JURISDICTIONS

DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set velcro strips, permanently mounted hooks or snaps.

Exhibitors may set up and take down 10' x 10' displays ("pop-ups") if one person can accomplish the task in 1/2 hour or less without the use of tools.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or velcro.

Exhibitors may blow up balloons provided they are not used in the display.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully this guideline will help.

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line, and is shipped in pieces, that you can assemble it; it means that if you are displaying some type of merchandise that comes in boxes, you can unpack and set out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines, example: fine line balancing, programming, additional electrical work, in most cases, and cleaning of the machines.

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DISCOUNT PRICE
DEADLINE DATE
AUGUST 1, 2005
JOB #: 14-135759

GSA NETWORK SERVICES *August 15-18, 2005 • Hilton Chicago*

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

- | | |
|---|--|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> FREEMAN TRANSPORTATION |
| <input type="checkbox"/> BOOTH CLEANING | <input type="checkbox"/> RENTAL FURNITURE & CARPET |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> OTHER |

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

THIRD PARTY AGENT INFORMATION

CREDIT CARD ACCOUNT NO.:

EXP. DATE:

- ☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER NAME: (PLEASE PRINT)

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

BILLING CITY/STATE/ZIP:

THIRD PARTY COMPANY NAME:

TFC#: (IF KNOWN)

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: (EXT.)

AREA CODE

FAX:

AREA CODE

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

TFC#: (IF KNOWN)

CITY/STATE/ZIP:

PHONE: (EXT.)

AREA CODE

FAX:

AREA CODE

E-MAIL:

FREEMAN THIRD PARTY AUTHORIZATION

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE
AUGUST 1, 2005

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

PHONE #: _____ EXT.: _____ FAX#: _____ EMAIL: _____

ORDERED BY: _____ PRINT NAME: _____ DATE: _____

CARPENTER LABOR (One Half Hour Minimum per Worker)

Description	Price Per Hour	Minimum (One Half Hour)
Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 93.80	\$ 46.90
Overtime - 8:00 A.M. to 4:30 P.M. Saturday	\$ 146.20	\$ 73.10
Double Time - 4:30 PM - 8:00 AM Monday through Saturday, ALL DAY Sunday and Holidays.. ..	\$ 178.20	\$ 89.10

INSTALLATION LABOR

☐ **SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

- Exhibits are set up prior to exhibitor's arrival under the direction of Freeman I & D Supervisors.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: _____ Phone Number: _____

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Start time guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set up time begins later in the day.

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

☐ **SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

- Freeman Decorating is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: _____ Phone Number: _____

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Start time guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set up time begins later in the day.

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

FREEMAN CARPENTER LABOR

GSA NETWORK SERVICES August 15-18,2005 • Hilton Chicago

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X
 PHONE #: _____ EXT.: _____ FAX#: _____ EMAIL: _____
 ORDERED BY: _____ PRINT NAME: _____ DATE: _____

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU--PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____
 Total No. of: Crates _____ Cartons _____ Fiber Cases _____
 Other (Specify) _____
 Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
 Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____
 Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
 Comments: _____

 Graphics: With Exhibit _____ Shipped Separately _____
 Comments: _____

 Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

METHOD OF SHIPMENT

☐ FREEMAN TRANSPORTATION

- ☐ Common Carrier
☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred

☐ OTHER CARRIER: (Please indicate the carrier's name)

- ☐ Other Common Carrier: _____
☐ Other Air Freight: _____
☐ Van Line: _____

FREIGHT CHARGES

- ☐ Prepaid ☐ Collect
 Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select on of the following options:

- ☐ Reroute via Freeman's choice
☐ Delivery back to warehouse at Exhibitor's Expense.

PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE
AUGUST 1, 2005

JOB #14-135759

METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

PHONE #: _____ EXT.: _____ FAX#: _____ EMAIL: _____

ORDERED BY: _____ PRINT NAME: _____ DATE: _____

DECORATOR LABOR (One Half Hour Minimum per Worker)

Description	Price Per Hour	Minimum (One Half Hour)
Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 93.80	\$ 46.90
Overtime - 8:00 A.M. to 4:30 P.M. Saturday	\$ 146.20	\$ 73.10
Double Time - 4:30 PM - 8:00 AM Monday through Saturday, ALL DAY Sunday and Holidays.. ..	\$ 178.20	\$ 89.10

INSTALLATION LABOR

☐ **SUPERVISION BY FREEMAN I & D**

- Exhibits are set up prior to exhibitor's arrival under the direction of Freeman I & D Supervisors.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: _____ Phone Number: _____

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless the official set up time begins later in the day.

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

☐ **SUPERVISION BY FREEMAN I & D**

- Freeman Decorating is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: _____ Phone Number: _____

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless the official set up time begins later in the day.

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

FREEMAN DECORATOR LABOR

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

PHONE #: _____ EXT.: _____ FAX#: _____ EMAIL: _____

ORDERED BY: _____ PRINT NAME: _____ DATE: _____

MATERIAL HANDLING SERVICES

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, stacked and constricted space loading, loads mixed with pad wrapped material, carpet and/or pads only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, ALL DAY Saturday
Double Time - ALL DAY Sunday and Holidays
NOTE: OVERTIME RATES WILL APPLY DURING MOVE-IN AND MOVE-OUT.

Description	Price per CWT	200 lbs. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	\$ 96.55	\$ 193.10
Special Handling Shipment	\$ 125.50	\$ 251.00
Showsite Shipment (200 lb. minimum)		
Crated or Skidded Shipment	\$ 96.55	\$ 193.10
Special Handling Shipment	\$ 125.50	\$ 251.00
Uncrated or Pad Wrapped Shipment	\$ 144.85	\$ 289.70
Small Package - Maximum weight is 50 lbs. per shipment		
First Carton	\$ 40.00	
Each Additional Carton	\$ 10.00	

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after AUGUST 1, 2005	\$ 24.15	\$ 48.30
Showsite Shipment after AUGUST 15, 2005	\$ 24.15	\$ 48.30
Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)		
Crated or Skidded Shipment	\$ 24.15	\$ 48.30
Special Handling Shipment	\$ 31.40	\$ 62.80
Uncrated or Pad Wrapped Shipment	\$ 36.20	\$ 72.40
Overtime Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates)		
Crated or Skidded Shipment	\$ 48.30	\$ 96.60
Special Handling Shipment	\$ 62.80	\$ 124.60
Uncrated or Pad Wrapped Shipment	\$ 72.40	\$ 144.80

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
Surcharges	÷ 100 =		
			Sub-Total
			TOTAL

Tips to Save on Material Handling!

- **Consolidate shipments** (i.e. if minimum shipment weight is 200 lbs.)

Separate

7/13 60 lbs. charged @ 200 lbs. \$289.70
7/14 52 lbs. charged @ 200 lbs. \$289.70
8/1 65 lbs. charged @ 200 lbs. \$289.70 = \$869.10

Consolidated

3 pieces (1 shipment)
177 lbs. @200 lbs. = \$289.70
Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

- **Let Freeman OnLine® estimate your material handling charges for you.**

Log on to www.myfreemanonline.com, select your show and click on "Estimate My Material Handling Costs".

From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

FREEMAN MATERIAL HANDLING

SPECIAL HANDLING DEFINITIONS

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet only shipments or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

What is Ground Loading/Unloading?

Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments are not easily accessible. Freight is loaded to full capacity of trailer--top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach target freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items place on top of crates and/or pallets constitute special handling.

What are Multiple Shipments?

Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What about Carpet Only Shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE

AUGUST 1, 2005

JOB #14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES

August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

PHONE #:

EXT.:

FAX#:

EMAIL:

ORDERED BY:

PRINT NAME:

DATE:

RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. to 8:30 P.M. Monday through Friday

PLEASE NOTE: **If a rigger has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (holidays excluded), double time rates apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.**

Double Time - 8:30 PM - 8:00 AM Monday through Friday; ALL DAY Saturday, Sunday and Holidays.

Crew Sizes - A crew consists of the rigger foreman and two riggers. Additional crew, equipment or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly.

- Start time guaranteed only at start of working day.
- Supervisor must check in at service desk to pick-up labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

Part #	Description	Price per Hour	Minimum
Forklift Labor			
Prices do not include crew - crew consists of rigger foreman and two riggers.			
3090600	Man Cage for Forklift	\$ 40.40	\$ 40.40
3090700	Boom for Forklift	\$ 40.40	\$ 40.40
30405	Sm.Forklift - up to 5,000 lbs	\$ 49.10	\$ 49.10
304015	Lg.Forklift - up to 15,000 lbs	\$ 83.85	\$ 83.85
30404	4- Stage Forklift	\$ Quoted on Request	
Rigging Crew--Crew consists of a rigging foreman and two riggers.			
3020400	Rigging Crew - ST	\$ 262.05	\$ 262.05
3020401	Rigging Crew - OT	\$ 410.50	\$ 410.50
3020402	Rigging Crew - DT	\$ 497.70	\$ 497.70
Additional Labor			
3020200	Rigger Foreman - ST	\$ 90.65	\$ 90.65
3020201	Rigger Foreman - OT	\$ 142.20	\$ 142.20
3020202	Rigger Foreman - DT	\$ 168.00	\$ 168.00
3020100	Rigger - ST	\$ 85.70	\$ 85.70
3020101	Rigger - OT	\$ 134.15	\$ 134.15
3020102	Rigger - DT	\$ 164.85	\$ 164.85

INSTALLATION

Part #	Description	Date	Start Time	# of person/equip	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of person/equip	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							Total	

FREEMAN RIGGING LABOR

DESCRIPTION OF SHIPMENT

SHOW NAME: _____ COMPANY NAME: _____ BOOTH: _____

[illegible]

DIRECTIONS TO HILTON CHICAGO

From O'Hare Airport:

Follow signs on Kennedy Expressway (90/94) east to Chicago. Exit east at Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

From Midway Airport:

Take Cicero Avenue to the Stevenson Expressway (55) heading east. Follow sign to Lake Shore Drive (north). Turn left (west) at Balbo Drive. Continue to Michigan Avenue or Wabash Avenue.

From the West:

Go east on the Eisenhower Expressway (290) which becomes Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

From the South:

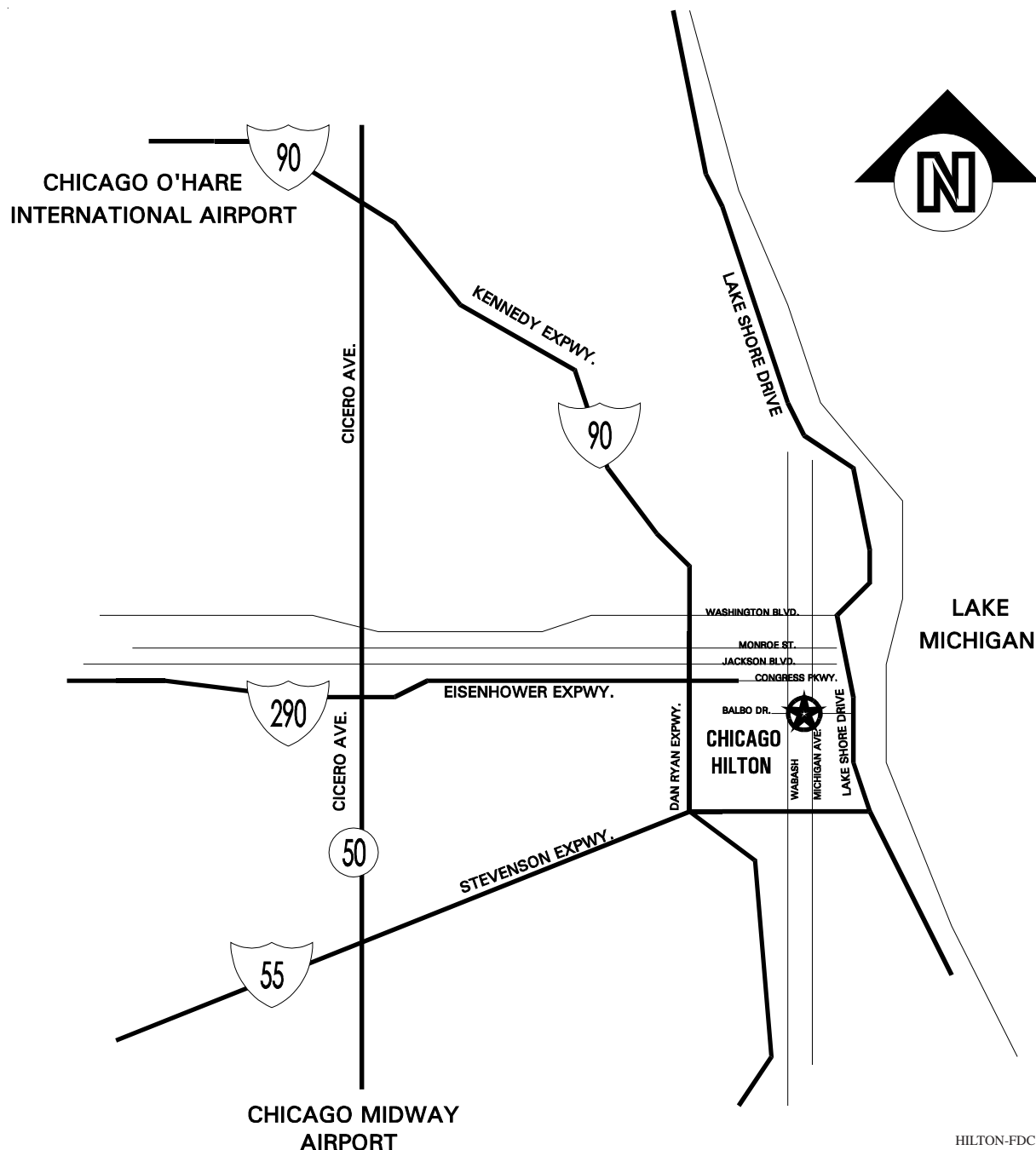
Go north on Lake Shore Drive to Balbo Drive. Turn left (west) and continue to either Michigan Avenue or Wabash Avenue.

From the North:

Take the Kennedy Expressway east to Chicago Loop and exit east at Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

OR

Go south on Lake Shore Drive to Balbo Drive. Turn right (west) and continue to either Michigan Avenue or Wabash Avenue.



**F R E E M A N EXHIBITION
MATERIAL**

R U S H

**DELIVER JULY 13 - AUGUST 5,
2005 at 3:30 P.M.**

TO: _____

(EXHIBITOR NAME)

***FREEMAN
2500 WEST 35TH STREET
CHICAGO, IL 60632
ADVANCE WAREHOUSE
SHIPPING LABEL***

***GSA NETWORK SERVICES
August 15-18, 2005
Hilton Chicago***

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

**F R E E M A N EXHIBITION
MATERIAL**

R U S H

**DELIVER JULY 13 - AUGUST 5,
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***GSA NETWORK SERVICES
August 15-18, 2005
Hilton Chicago***

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N **EXHIBITION
MATERIAL**

R U S H

DIRECT SHIPPING LABEL

TO: _____
(EXHIBITOR NAME)

HILTON CHICAGO
C/O FREEMAN
725 South Wabash Avenue
Chicago, IL 60605

GSA NETWORK SERVICES

**DELIVER ONLY AUGUST 13 - AUGUST 15
BY 2:00 p.m.**

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N **EXHIBITION
MATERIAL**

R U S H

DIRECT SHIPPING LABEL

TO: _____
(EXHIBITOR NAME)

HILTON CHICAGO
C/O FREEMAN
725 South Wabash Avenue
Chicago, IL 60605

GSA NETWORK SERVICES

**DELIVER ONLY AUGUST 13 - AUGUST 15
BY 2:00 p.m.**

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N **EXHIBITION
MATERIAL**

R U S H

DIRECT SHIPPING LABEL

TO: _____
(EXHIBITOR NAME)

HILTON CHICAGO
C/O FREEMAN
725 South Wabash Avenue
Chicago, IL 60605

GSA NETWORK SERVICES

**DELIVER ONLY AUGUST 13 - AUGUST 15
BY 2:00 p.m.**

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N **EXHIBITION
MATERIAL**

R U S H

DIRECT SHIPPING LABEL

TO: _____
(EXHIBITOR NAME)

HILTON CHICAGO
C/O FREEMAN
725 South Wabash Avenue
Chicago, IL 60605

GSA NETWORK SERVICES

**DELIVER ONLY AUGUST 13 - AUGUST 15
BY 2:00 p.m.**

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

TO RESERVE STORAGE SPACE,
PLEASE RETURN THIS FORM BY
MONTH-DATE-YEAR

Job #14-135759

- Check consignment instructions
- Advise Freeman of booth delivery needs.

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

MANUFACTURER COMPANY NAME:

BOOTH#:

MARKETING REP COMPANY:

BOOTH SIZE X

CONTACT NAME:

PHONE#:

GENERAL INFORMATION

There will be storage trailers available for those exhibitors requiring storage of samples and literature. All shipments must be shipped directly to your booth. Arrangements must be made at the Freeman Service Center to move your storage materials from the booth area to storage. Special color labels from the Freeman Service Center will need to be attached to the materials before they are removed from your booth space. Charges will be made for space and ADDITIONAL CHARGES will be made for labor required to deliver materials to and from accessible storage. All remaining material in storage on the last day of the show will be returned to your booth at the close of the show.

NOTE: Freeman will have labor available to remove accessible storage materials one hour prior to show opening and one-half hour after show closing each day. No large deliveries can be made during show hours, for security purposes and due to fire regulations. Freeman will have labor available for items that can be hand-carried from the storage area to the booth. Show management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to show opening.

ACCESSIBLE STORAGE RATES

Per exhibitor, for the first ½ trailer, per day\$ 50.00

Each additional ½ trailer\$ 50.00

Exclusive trailer, per day\$100.00

This charge does not include labor.

A work order must be placed at the Freeman Service Center each time material is moved to and from dry storage. The work order must be signed by a representative of the exhibiting company whenever a delivery is made.

LABOR RATES

To deliver material to and from storage
(Minimum charge/delivery is one hour per man.):

Straight Time Hourly Charge \$ 93.80
(8:00 a.m. to 4:30 p.m., Monday through Friday)

Overtime Hourly Charge \$ 146.20
(4:30 p.m. to 8:00 a.m., Monday through Friday; ALL DAY Saturday)

Double Time Hourly Charge \$178.20
ALL DAY Sunday and Holidays)

NOTE: It is not necessary to order labor for unloading of your product from trucks. This is covered in your "Material Handling" order. See Material Handling & Freight brochure in your exhibitor service manual.

ADVANCE STORAGE RESERVATION

Storage space is limited. Space will be guaranteed on a first come, first serve basis. Make your reservation early by completing this form and returning it to Freeman at the above address.

Please describe your product: _____

This product will be in:

☐ BAGS ☐ BOXES ☐ TUBES ☐ OTHER _____

and WILL _____ WILL NOT _____ be on skids.

NUMBER OF CONTAINERS TO BE STORED: _____

I will require deliveries _____ times a day.

Please set up your schedule for exact deliveries at Freeman Service Center during installation. All remaining product will be returned to your booth at the close of the Show.

Please be advised: Freeman shall not be liable for any loss, damage, theft or destruction of goods placed in Accessible Storage. Accessible Storage is NOT secured storage.

ACCESSIBLE STORAGE

FREEMAN

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW: _____

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

PRINT NAME: _____

BOOTH SIZE: _____ X _____

SIGNATURE: _____

DATE: _____

Every Outbound Shipment will require a Material Handling Agreement and Labels. We would be happy to prepare these for you in advance and will have them for you at show site. To take advantage of this service, please complete and return this form. Your Material Handling Agreement and Shipping Labels will be available at the Exhibitor Service Center for your review and signature prior to move-out.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ ATTENTION: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ ATTENTION: _____

Special Instructions: _____

METHOD OF SHIPMENT (PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW)

☐ **FREEMAN TRANSPORTATION**

☐ **OTHER CARRIER:** _____

☐ 1 DAY: Delivery next business day

☐ 2 DAY: Delivery by 5:00 p.m. second business day

☐ DEFER: Delivery within 3-4 business day

☐ DECLARED VALUE \$ _____

(Optional for air freight - Declaring value is an additional charge.)

☐ STANDARD GROUND: Delivery within 3-5 business days

☐ SPECIALIZED: Pad wrapped, uncrated, or truckload

(Please indicate the carrier's name)

DESIRED NUMBER OF LABELS _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Verify that the Piece Count, Weight, and Signature is on the Material Handling Agreement PRIOR to shipping the materials out or the material will be RETURNED to Freeman's warehouse AT THE EXHIBITOR'S EXPENSE.

FREIGHT CHARGES GUARANTEED BY:

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SHIPPING OUTBOUND

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TFC'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN.

1. DEFINITIONS. For purposes of this Contract, "Freeman" or "The Freeman Companies" ("TFC") means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. ("FDL"), Freeman Exhibit ("FE"), AWW-TELAV Inc. ("AWW"), Freeman Transportation ("FRTR"), Hoffend Xposition ("HX"), Stage Rigging, Inc. ("SRI"), Kerry Technical Services ("KTS"), TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TFC may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

2. PACKAGING AND CRATES. TFC shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, TFC shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. TFC assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels and without TFC labels
- Improper information on empty labels

TFC WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. TFC WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. TFC highly recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TFC WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TFC highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TFC by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to TFC and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. TFC assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. TFC loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TFC assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, TFC shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall TFC be responsible for any loss resulting from such rerouting designation.

8. TFC'S RESPONSIBILITIES. TFC shall be responsible only for those services which it directly provides. TFC assumes no responsibility for any persons, parties, or other contracting firms not under TFC's direct supervision and control. TFC's performance hereunder is subject to, and TFC shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond TFC's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. INSURANCE. It is understood that TFC is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TFC with a release of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TFC immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from TFC's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against TFC more than one (1) year after the date of loss or damage occurred.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and TFC relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due TFC for its services as an offset against the amount of any alleged loss or damage. Any claims against TFC shall be considered a separate transaction and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, TFC'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. TFC'S liability shall be limited to any loss or damage which results solely from TFC'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TFC be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of TFC or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TFC has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. DECLARED VALUE. Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of TFC'S maximum liability stated herein. TFC will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, TFC WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

12. JURISDICTION / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless TFC and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through TFC, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TFC'S equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

14. WAIVER & RELEASE. EXHIBITOR, as a material part of the consideration to TFC for material handling services, waives and releases all claims against TFC with respect to all matters for which TFC has disclaimed liability pursuant to the provisions of this Contract.

15. SEVERABILITY. If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

F R E E M A N

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" or "The Freeman Companies" ("TFC") means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. ("FDL"), Freeman Exhibit ("FE"), AVW-TELAV Inc. ("AVW"), Freeman Transportation ("FRTR"), Hoffend Xposition ("HX"), Stage Rigging, Inc. ("SRI"), Kerry Technical Services ("KTS"), TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors TFC may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TFC except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond TFC'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. TFC will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the TFC Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, TFC requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, TFC requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by TFC shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and TFC relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TFC for its services, as an offset against the amount of any alleged loss or damage. Any claims against TFC shall be considered a separate transaction, and shall be resolved on its own merits. TFC reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TFC may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, TFC hereby provides notice that it reserves the right, and EXHIBITOR authorizes TFC, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through TFC in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TFC'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend TFC from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TFC employees, and/or property damage arising out of work performed by labor provided by TFC but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of TFC includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by TFC to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO TFC'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO FREEMAN TRANSPORTATION'S "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO SERVICES PROVIDED BY FREEMAN TRANSPORTATION. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TFC. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TFC.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein. All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc. and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS.** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED

ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

(a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;

(b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;

(c) Personal effects, including without limitation, papers and documents;

(d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:**

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 72 hours of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment

Additional Services Provider

Hilton Fire Marshal Information

Hilton General Fire Safety Policies & Procedures

Hilton Drayage Information

Electrical & Plumbing Services Order Form

Telephone Service Order Form

Direct Internet Access Order Form

Floral Rental Order Form

People Tech AV Rental Order Form

Lead Retrieval Order Form



WELCOME TO THE HILTON CHICAGO & TOWERS

*In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that **ALL EXHIBITORS** read and strictly adhere to the following:*

Please be aware that equipment, products, material, or containers of ANY KIND MAY NOT, under any circumstances be stored under any tables, behind any drape, or behind any booth displays. You may keep one day's supply of your product or materials on display in the open area of your booth space. All other material must be stored in the off site storage area. You may arrange for "Accessible Storage" at the Freeman Exhibitor Service Desk for excess product needed throughout the show. There is a fee for this service, however there is no fee for storage of empty cartons & crates loaded offsite.

Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility. These items will be returned at the close of show.

"Empty" labels are provided for your convenience and are available at the Freeman Service Desk. Please affix these to your empty containers and place them in the aisle for pick-up. They will be returned to your booth at the break of show.

If any booth is found not to be in compliance, the Fire Marshal reserves the right to close down that booth. Those exhibitors not in compliance are responsible for any services rendered.

THANK YOU FOR YOUR COOPERATION.

Hilton Chicago Management

F R E E M A N

IS PROUD TO SERVE AS THE RECOMMENDED CONTRACTOR



GENERAL FIRE SAFETY POLICIES & PROCEDURES

STATEMENT OF PURPOSE:

General fire safety policies and procedures have been established to ensure the Hilton Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hilton Chicago Management. *Any requests for variations or exceptions should be directed to the Exhibit Hall Department of the Hilton Chicago, and must be approved in writing by hotel management.*

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth **MUST** be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.
2. **No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables.** A maximum of one-day's supply of materials may be placed in an OPEN AREA of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel's Exhibit Hall Manager.
4. **Use of hazardous materials is NOT permitted at any time during an exhibit show.** Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display **MUST** have a locking fuel cap and the fuel cap **MUST** be sealed using heavy tape and contain no more than 1/8 tank of fuel. Battery cable **MUST** be disconnected prior to vehicle entering the building.
6. Exhibits with enclosed ceilings **ARE NOT PERMITTED**. All exhibits **MUST** be **NO HIGHER THAN 10 FEET TALL**. All exhibits should remain 18" below the sprinkler system. Helium balloons are **NOT** permitted.
7. Floor plans of all exhibit booths exceeding 200 square feet must be submitted to Exhibit Hall Manager no less than 30 days before show opening.
8. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
9. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
10. Smoking is **NOT PERMITTED** during set-up or tear-down of shows, and is restricted to authorized areas at any other time.
11. Cut trees, branches and shrubs are prohibited in the hotel. Live plants must be maintained in their natural state.
12. **Report emergencies immediately by dialing 55 on any house phone.**

ALL QUESTIONS AND CLARIFICATIONS SHOULD BE DIRECTED TO:

**HILTON CHICAGO
EXHIBIT HALL MANAGER
720 S. Michigan Avenue
Chicago, IL 60605
Phone: (312) 663-6535
Fax: (312) 431-6904**



720 South Michigan Avenue, Chicago, Illinois 60605 Telephone 312/922-4400 Fax 312/922-5240
Reservations 1-800-HILTONS

Proud Recipients of the Awards of Excellence, the Pinnacle Award, the M&D Award and the Inner Circle Award



ATTENTION EXHIBITORS

Please be aware that the Hilton Chicago & Towers does NOT receive exhibitor freight, literature or supplies through the hotel package room. The hotel package room is too small to handle Exhibit Materials and the Hotel's everyday receiving.

It is the responsibility of all exhibitors to send their materials to the General Contractor in the following manner:

COMPANY NAME: _____

SHOW NAME: GSA NETWORK SERVICES CONFERENCE

BOOTH NO: _____

*c/o FREEMAN
2500 West 35th Street
Chicago, Illinois 60632*

All materials mailed to the Hilton Chicago & Towers will be turned over to Freeman. Their handling will be billed according to the Show's Shipping & Receiving Rates.

WE APPRECIATE YOUR COOPERATION.

F R E E M A N

IS PROUD TO SERVE AS THE RECOMMENDED CONTRACTOR

Please return form to:

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

**DISCOUNT PRICE
DEADLINE DATE
AUGUST 1, 2005**
JOB # 14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES
August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

ORDERED BY:

PRINT NAME:

PHONE #:

ELECTRICAL SERVICE

Description	Qty.	Discount Price	Standard Price	Total
BASIC POWER				
110/120 SINGLE PHASE				
1500wattsingleoutlet	_____	\$ 96.00	\$115.00	\$ _____
2000wattsingleoutlet	_____	\$103.00	\$120.00	\$ _____
Above 30 amps or 2000 watts		Quoted on Request		

HIGH POWER
208 SINGLE PHASE

15ampssingleoutlet	_____	\$193.00	\$216.00	\$ _____
20apmssingleoutlet	_____	\$205.00	\$230.00	\$ _____
30apmssingleoutlet	_____	\$308.00	\$345.00	\$ _____
Above 30 amps or 3000 watts		Quoted on Request		

208 THREE PHASE

15ampssingleoutlet	_____	\$231.00	\$259.00	\$ _____
20apmssingleoutlet	_____	\$308.00	\$345.00	\$ _____
30apmssingleoutlet	_____	\$462.00	\$517.00	\$ _____
Above 30 amps or 3000 watts		Quoted on Request		

ELECTRICAL LABOR

One Half Hour Minimum charge for delivery & hook up
of all A/V equipment (computers, monitors, etc.)

STRAIGHT TIME \$ 78.00

OVERTIME \$108.00

(1/2 hour minimum)

**Outlets requiring 24-hour service or dedicated
circuits will be at double the rates.**

QUICK TIPS FOR EASY EXHIBITING

- If you have questions or need assistance in completing your order, please call the Exhibit Hall Dept. at the Hilton Chicago at 312/922-4400, Ext. 6535.
- **Discount Pricing -- Applies to all orders when accompanied with full payment and received 14 days in advance.**
- **To ensure order processing, full payment must accompany order.**

ADDITIONAL EQUIPMENT

Description	Qty.	Discount Price	Standard Price	Total
300 watt flood	_____	\$ 50.00	\$ 67.50	\$ _____
Power Strip	_____	\$ 30.00	\$ 40.50	\$ _____
(Does not include electrical)				
10' extension cord	_____	\$ 8.00	\$ 10.50	\$ _____
Above 30 amps or 3000 watts		Quoted on Request		

Outlets requiring 24-hour service or dedicated
circuits will be at double the rates.

PLUMBING SERVICES

WATER, COMPRESSED AIR, WASTE LINES

• Available on special written request. Price dependent upon location of booth. Please specify amount, size, and type of service desired, with detailed drawings of equipment connections. Estimated charges are subject to reasonable adjustment due to any increase in labor costs occurring before the date of the show.

• All equipment and material furnished on this order by the Chicago Hilton shall remain the property of the hotel.

• Check one:

_____ Steamfitter _____ PSI

_____ Plumber (for Compressed Air Line)

(80 PSI limit) <Written Request Enclosed>

Subtotal + 6% Tax = TOTAL COST

SKILLED PROFESSIONALS AND COST-CONSCIENCE CHARGES

To free you from unnecessary problems or delays at the show, we urge you to review this summary of electrical requirements applicable to all exhibitors (These requirements are based on the City of Chicago Electrical Code). In addition, if you are not familiar with basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the Hilton Chicago. If you need further information or clarification on any point, please write to the attention of the Hilton Chicago Exhibition Hall Manager.

BEFORE YOU SHIP, CHECK YOUR EQUIPMENT AGAINST THESE REQUIREMENTS

- All wiring and electrical equipment requires evidence of testing and approval by a nationally recognized testing laboratory.
- All electrical signs shall have permanent nameplate stating (1) size in feet and inches (2) weight and (3) maximum ampere load of the sign.
- All wiring that touches the floor must be "SO" cord, rated for extra hard usage.
- Wiring above floor level must be "SJ" cord, rated for hard usage.
- Zip cord is prohibited.
- Flexible cords must be 3-wire unless part of a specifically approved assembly.
- Motors of 3/4 HP and over must be equipped with a safety switch.
- Open clip sign sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs, are prohibited.

AT THE EXHIBITION

- Electrical fixtures that are part of your display must be installed during set-up and removed during pack-up by hotel electricians who are union members, whether an order has been placed or not. Charges will be made accordingly. All jobs are a minimum of one half hour time.
- General illumination of the area is provided.
- All outlets will be installed on the floor of the backwall of the standard booth. Connections from outlets to equipment shall be time and material.
- Any electrical connections to the building electrical systems, or extensions thereto, must be made by building electricians, not by the exhibitor.
- Extensions to the electrical system must be made by 3-wire flexible cord, type SO or equal, in lengths arranged so that there will be no more than one coil, 2 feet in diameter, of excess cord.
- Any cord run across a traffic lane must be encased in a substantial enclosure specifically approved for the purpose.
- No electrical equipment shall be attached to, or supported from, booth dividers.
- Permanently installed wiring on booths or displays must be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections or at connection points to the building system, type SO cord or equal, in lengths not to exceed 6 feet, with approved attachment plugs, may be used.
- Splices and terminations shall be made in an approved metal enclosure.
- All electrical material and equipment must use 3-wire cord and be grounded. Because of local and national ordinances, connections where wiring constitutes a fire hazard will not be allowed.

IMPORTANT NOTES

- All exhibits will be carefully inspected to determine if violations exist. If they do, qualified electricians are available to correct them. The work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical services will not be connected.
- All material and equipment furnished by Hilton Chicago will remain the property of the Hilton Chicago.

F R E E M A N

EXHIBITORS/AFFILIATE ORDER FORM

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DEADLINE DATE
AUGUST 1, 2005

JOB # 14-135759

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

ORDERED BY: _____ PRINT NAME: _____ PHONE #: _____

CREDIT CARD TYPE: ☐ AM EXP ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ DINERS CLUB ☐ CARTE BLANCHE

CREDIT CARD NO.: _____ EXPIRATION DATE: _____

CARDHOLDER SIGNATURE: _____

START SERVICE ON: DATE: ____ / ____ / ____ TIME: ____ GROUP CONTACT: _____ END SERVICE ON: DATE: ____ / ____ / ____ TIME: ____ HOTEL CONTACT: _____	EXTENSION(S)
--	-------------------------------------

Please provide us with the following information. Be as detailed as possible.

Meeting Room or Other Room location: _____

EXACTLY WHERE in the room is the line or phone to be installed: (attach diagram, if necessary)

<u>Quantity</u>	<u>Type of Equipment</u>	<u>One Time Charge</u>
<input type="checkbox"/>	HOUSE LINE for Internal use only (One line per phone) (Special line drop (Ameritech/AT&T/MCI))	\$ 95.00
<input type="checkbox"/>	CHANGE RESTRICTION ON EXISTING HOUSE PHONE	\$ 45.00
<input type="checkbox"/>	SINGLE LINE PHONE for Dialing outside of Hotel (No Direct Inward calls)	\$ 195.00
<input type="checkbox"/>	SINGLE LINE PHONE for Direct incoming and outgoing calls	\$ 195.00
<input type="checkbox"/>	SINGLE LINE for Fax, Modem, & Credit Cards (Direct Incoming & Outgoing) (NOT FOR VOICE)	\$ 195.00
<input type="checkbox"/>	ISDN (includes installation, local usage and setup - long distance billed separate)	\$ 500.00
<input type="checkbox"/>	MULTILINE DIGITAL SPEAKER PHONE/POLYCOM SPEAKER & (Per Day Charge)	\$250.00

Check for type of dialing privileges: ☐ In-House ☐ Local ☐ Long Distance ☐ International

_____ + _____ = _____
 Subtotal 14.00% Tax TOTAL COST

*****PAYMENT MUST BE RECEIVED IN ADVANCE TO PROCESS THIS ORDER*****

NOTE: ABOVE RATES ARE INCLUSIVE OF INSTRUMENT, LINE, INSTALLATION AND TAXES. THIS SERVICE REQUEST **MUST** BE RECEIVED TWENTY-FOUR (24) HOURS PRIOR TO REQUESTED INSTALLATION TIME. ALL LATE REQUESTS WILL BE BILLED AN ADDITIONAL \$75.00 FEE. IN ADDITION, A TECHNICIAN CHARGE OF \$150.00 PER HOUR (TWO HOUR MINIMUM) FOR WORK AFTER 3 PM ON WEEKDAYS, SATURDAYS, SUNDAYS AND HOLIDAYS WILL BE BILLED TO YOUR ACCOUNT (THIS CHARGE DOES NOT INCLUDE EQUIPMENT RENTAL AND USAGE). SHORT TERM (DAY OF) REQUESTS WILL TAKE A MINIMUM OF TWO HOURS FOR COMPLETION DURING THESE PERIODS.

ALL QUESTIONS CONCERNING TELEPHONE SERVICE SHOULD BE DIRECTED TO THE
HILTON CHICAGO COMMUNICATIONS SUPPORT MANAGER
@ (312) 431-6988 OR BY FAX (312) 922-4652.

****NO ORDER WILL BE PROCESSED WITHOUT THE REQUESTED INFORMATION AND CLIENT SIGNATURE****

Client Approval Signature : _____ Date: _____

Room Number _____
(If order is for Guest Room)

Signature of Hotel Contact: _____ CC: Phone Tec

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879

DISCOUNT PRICE
DEADLINE DATE
AUGUST 1, 2005

JOB # 14-135759

METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER

GSA NETWORK SERVICES August 15-18, 2005 • Hilton Chicago

NAME OF SHOW:

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

ORDERED BY: _____ PRINT NAME: _____ PHONE #: _____

CREDIT CARD TYPE: ☐ AM EXP ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ DINERS CLUB ☐ CARTE BLANCHE

CREDIT CARD NO.: _____ EXPIRATION DATE: _____

CARDHOLDER SIGNATURE: _____

E-MAIL ADDRESS: _____

Start Service On: Date: ____ / ____ / ____ TIME: _____
End Service On: Date: ____ / ____ / ____ TIME: _____

Meeting Room or other room location:

Cancellation fee of 50% applied after installation

*Overvoice Direct Internet Access INITIAL INSTALLATION & ACCESS FEE including 1 each PC
Connection: PLEASE CIRCLE FOR MAIN CONNECTION.*

T1.5 Speed 1.5 MB Per Day \$500.00 Cost for each computer Quantity: _____

Extra PC's Connections per Day - \$150.00 Each Cost for each computer Quantity: _____

Hardware Rental Hubs: 4 port \$55.00 _____ 8 port \$100.00 _____ 24 port \$150.00 _____

Router Connection or other Devices: \$1,500 per day plus the T1 connection charge
If you wish, you may bring in your own router or any other device that might create I P address to
connect additional PC's.

NOTE: The router connection is in addition to the initial T1 connection charge.

Static I P is available for an additional \$350.00 plus the per day charge of \$500.00 for the T1.

_____ + _____ = _____
Subtotal 14.00% Tax TOTAL COST

****NOTE: ALL PC's MUST ARRIVE ETHERNET EQUIPPED. ****

Log-In Passwords will be assigned on site. Customer agrees to abide by acceptable and published rules concerning
Internet policies and agrees that disregard for these policies shall be cause for deactivation of service.

****NO ORDER WILL BE PROCESSED WITHOUT THE REQUESTED INFORMATION AND CLIENTS SIGNATURE****

NOTE: SHORT TERM, (DAY OF) REQUESTS WILL TAKE A MINIMUM OF TWO HOURS FOR COMPLETION. ALL
INSTALLATIONS AFTER 5PM AND ALL DAY ON WEEKENDS WILL BE BILLED AT THE APPROPRIATE OVERTIME
RATE. YOU WILL BE BILLED FOR LOST OR DAMAGED EQUIPMENT AT RETAIL COST. THE HILTON CHICAGO
SHALL NOT BE LIABLE FOR, AND IS HEREBY RELEASED FROM ANY SPECIAL, INDIRECT, INCIDENTAL OR
CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS, DAMAGE TO BUSINESS
REPUTATION, LOST OPPORTUNITY OR COMMERCIAL LOSS OF ANY KIND TO THE CUSTOMER THAT RESULTS
DIRECTLY OR INDIRECTLY FROM THE USE OF OR THE INABILITY TO USE ANY OF THE SERVICES OR
EQUIPMENT THAT IS CONTEMPLATED HEREIN.

ALL QUESTIONS CONCERNING TELEPHONE SERVICE SHOULD BE DIRECTED TO THE
HILTON CHICAGO COMMUNICATIONS SUPPORT MANAGER
@ (312) 431-6988 OR BY FAX (312) 922-4652.

Client Approval Signature : _____

Date: _____

Signature of Hotel Contact: _____

GSA NETWORK SERVICES

August 15-18, 2005
Hilton Chicago



6620 Hohman Avenue
Hammond, IN 46324

Ph: 219/932-1214 • Fax: 219/937-5771

Email: info-request@conventionplantrental.com

If you require floral or plant service in your exhibit, this advance order will expedite your service. Please fill out the following information or forward this form to the person responsible for such arrangements.

FLOWER ARRANGEMENTS

- ☐ Round or Oblong @ \$45.00, \$65.00, \$75.00 and up - Colors desired _____
- ☐ One sided @ \$45.00, \$65.00, \$75.00 and up - Colors desired _____

TROPICAL PLANTS

- _____ 2 Feet High @ \$30.00 (Includes Decorative Pot Cover)
- _____ 3 Feet High @ \$35.00 (Includes Decorative Pot Cover)
- _____ 4 Feet High @ \$45.00 (Includes Decorative Pot Cover)
- _____ 6 Feet High @ \$70.00 (Includes Decorative Pot Cover)
- _____ POTTED FERNS @ \$25.00
- _____ POTTED MUMS @ \$15.00 - Colors: ☐ Yellow ☐ White ☐ Bronze ☐ Lavender
- _____ POTTED AZALEAS @ \$25.00

DECORATIVE POT COVER SELECTION:

White ☐ Black ☐ Basket ☐

To make an appointment with our Design Consultant, Please Call (219) 9321214

SHOW SPECIALS

Two (2) - 3 Foot Tropical Plants
Two (2) - Blooming Mums
Two (2) - Boston Fern

(Regular Value \$150.00)

\$135.00



CHECK HERE

SHOW SPECIALS

Two (2) - 4 Foot Tropical Plants
Two (2) - 3 Foot Tropical Plants
Two (2) - Blooming Mums

(Regular Value \$190.00)

\$171.00



CHECK HERE

SHOW SPECIALS

Two (2) - 6 Foot Tropical Plants
Two (2) - 4 Foot Tropical Plants
Two (2) - 3 Foot Tropical Plants
Two (2) - Blooming Mums
Two (2) - Boston Fern

(Regular Value \$380.00)

\$342.00



CHECK HERE

PAYMENT TERMS: CHECK, CASH, MASTER CHARGE, VISA, DINER'S CARD, AMERICAN EXPRESS - CHARGES ON APPROVED CREDIT ONLY. ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF SHOW.

CHARGE TO: ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA (BANK AMERICARD)
☐ DINER'S ☐ CARTE BLANCHE

ACCOUNT NUMBER: _____ EXP. DATE _____

SIGNATURE OF CARDHOLDER: _____

Important: Will your representative be authorized to order additional product with above payment policy?
Yes ☐ No ☐

COMPANY NAME: _____ BOOTH NUMBER: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PERSON IN CHARGE: _____ TELEPHONE: _____

Return one copy to:

CONVENTION PLANT RENTAL SYSTEMS, 6620 Hohman Ave., Hammond, IN 46324
Phone: (219)932-1214 • Fax: (219)937-5771 • Email: info-request@conventionplantrental.com

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U.S. General Services Administration

Equipment Reservation Form

Name of Event:

Contact Name:

Company Name:

Booth # or Meeting Room:

Address:

Set-Up Date/Time:

City, State Zip:

Dismantle Date/Time:

Phone #

Fax #

QTY	# Days	EQUIPMENT	Cost/Day	Subtotal
<u>Screens</u>				
		6x6 Tripod Screen	\$ 20	
		8x8 Tripod Screen	\$ 30	
		10x10 Cradle Screen	\$ 75	
		6x8 Fast Fold (\$60 for Dress Kit)	\$ 70	
		7.5x10 Fast Fold (\$70 for Dress Kit)	\$ 80	
<u>Overhead & Slide Projectors</u>				
		Elmo/3m Overhead	\$ 25	
		35MM Slide Projector	\$ 35	
		35MM Wireless Remote	\$ 25	
<u>Data Projectors</u>				
		Portable (2000 lumens)	\$ 400	
		Small Venue (3000 Lumens)	\$ 600	
		Large Venue (Up to 7000 Lumens)	\$ 900	
<u>Projection Carts w/Skirts</u>				
		26" Roll Cart	\$ 15	
		42" Roll Cart	\$ 20	
		48" Roll Cart	\$ 20	
		Safelock Stand	\$ 15	
<u>Video Cameras, Players & Recorders</u>				
		VHS Camcorder	\$ 85	
		Sony D30 Camera	\$ 650	
		VHS Player/Recorder	\$ 45	
		DVD Player	\$ 50	
		Beta SP Player/Recorder	\$ 250	
<u>Video Monitors</u>				
		27" Monitor	\$ 80	
		31" Monitor	\$ 110	

QTY	# Days	EQUIPMENT	Cost/Day	Subtotal
<u>Microphones/Sound</u>				
		Wired Standing Microphone	\$ 25	
		Wireless Handheld Microphone	\$ 75	
		Wired Lavalier Microphone	\$ 25	
		Wireless Lavalier Microphone	\$ 75	
		Powered Speaker	\$ 45	
		2-Speaker Sound System	\$ 120	
		CD Player	\$ 30	
<u>Displays</u>				
		Laptop Computer	\$ 200	
		15" LCD Flat Screen Monitor	\$ 200	
		18" LCD Flat Screen Monitor	\$ 250	
		20" Flat Screen Monitor	\$ 275	
		42" Plasma Monitor	\$ 500	
		50" Plasma Monitor	\$ 850	
		Plasma Monitor Speakers	\$ 100	
<u>Miscellaneous</u>				
		Flipchart Package	\$ 25	
		A-Frame Easel	\$ 15	
		4x6 White Board	\$ 30	
		Laser Pointer	\$ 25	
		25' AC Cord	\$ 3	
		Power Strip	\$ 5	
		Gaffers Tape (60 Yards)	\$ 15	
COST X DAYS = SUBTOTAL				
Basic equipment has a delivery and set-up fee of \$50.00				
Subtotal _____ + \$50.00 Set-Up = Total \$ _____				

Should you have a need for equipment or services not listed in this form, please call PeopleTech for a quote.

- 1) All materials and equipment furnished by PeopleTech shall remain the property of PeopleTech and shall be handled by PeopleTech personnel only.
- 2) Credit will not be given for equipment or personnel ordered and not used.
- 3) Advance orders will receive priority service. Floor orders are subject to availability.
- 4) Prices are based on current rates and are subject to change without notice.
- 5) Special order requests must be made two (2) weeks in advance. Additional equipment and accessories available upon request.
- 6) Cancellations must be made within forty-eight (48) hours prior to the event to avoid cancellation charges.

Payment must be made before services rendered.

Visa	Card #	Exp. Date:
Mastercard	Card #	Exp. Date:
American Express	Card #	Exp. Date:
Check		

Signature:

You MUST FAX this completed form to PeopleTech at least ten (10) days prior to your show or your order will be subject to a \$50.00 surcharge.

PeopleTech, Inc.
601 Grassmere Park Drive, Suite 22 Nashville, Tennessee 37211
ph. 615.333.3939 fax 615.333.3936

LEAD RETRIEVAL ORDER FORM
2005 NETWORK SERVICES CONFERENCE
AUGUST 15 – 18, 2005
CHICAGO HILTON & TOWERS – CHICAGO, IL



Submit order to: American Exposition Technologies
1150 E. Stanford Ct., Anaheim, CA 92805
FAX: 714 634-9016 PHONE: 800 490-9941

Lead Retrieval Equipment	If ordered by: July 15, 2005	If ordered after: July 15, 2005	Quantity	Total Price
ExpoBadge Lead Print System includes scanner and printer. Select this option if you just want a paper copy of your leads and qualifiers. Electricity required: <1amp, 110V.	\$235.00	\$265.00		
Wireless ExpoBadge Lead Print (add on to Lead Print only) Select this option if you would like your sales people to be mobile and still have a print out! Electricity required: <1amp, 110V.	\$295.00	\$315.00		
ExpoBadge Mobile e-Lead Battery operated hand-held scanner that fits in your pocket! Leads delivered electronically at the end of the show.	\$255.00	\$275.00		
ExpoBadge All-In-One System includes scanner and printer. Select this option if you want your leads on paper as well as an electronic version of them at the end of the show. Electricity required: <1amp, 110V.	\$350.00	\$370.00		
Wireless ExpoBadge All-In-One (add on to All-In-One only) Select this option if you would like your sales people to be mobile and still have a print out! Electricity required: <1amp, 110V.	\$395.00	\$415.00		
NEW! ExpoBadge Network This exciting option offers multiple scanners wirelessly connected to a printer (2 scanners Included, or add as many as you like below!). Capture lead data anywhere within 200 feet of your booth without needing to be attached! Data delivered electronically at the end of the show. Electricity required: <1amp, 110V.	\$640.00	\$660.00		
Additional Scanner(s) (add on only) Track productivity and motivate your sales people by giving each one a scanner! Add this option to any of the products list above and give everyone flexibility.	\$100.00	\$115.00		
NEW! EXPOBADGE INSTANT LEAD (add on only) Have your leads accessible in real time! Add this option to any of the above if you want access to your lead files via a web-site immediately.	\$100.00	\$150.00		
ExpoBadge ScanRead 2800 Battery operated hand-held scanner. A display confirms the capture of your leads. Data will Be delivered electronically at the end of the show.	\$295.00	\$315.00		
FreeLink (add on to Mobile e-Lead) Universal tradeshow software that displays lead information on your laptop. Includes a Belkin Bluetooth USB adapter. Requires a laptop running Windows 98 SE, ME, 2000 or XP and an available USB port. Use this software at every tradeshow!	\$252.00	\$294.00		
Delivery, Setup and Training: AET will set up the equipment and train all staff.	\$95.00	\$125.00		
Personalized Action Codes: Create action codes specific to your company's needs.	\$65.00	\$95.00		
Additional Rolls of Paper: Each roll records approximately 100 leads.	\$17.00	\$22.00		
Accounting Use ONLY Auth/Check #:	Federal Tax ID# 33-0890066	Grand total:		

Confirmation of Pick-up

Exhibitor Information

Company Name: _____ Booth #: _____
Contact Name: _____ On-Site Cell Phone #: _____
Address: _____ City: _____
State: _____ Zip: _____ Phone: _____ Fax: _____
E-Mail (Leads will be sent to this e-mail address, if applicable): _____

Payment Information

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ DISCOVER ☐ CHECK (Make payable to AET)

Credit Card Number: _____ Exp. Date: _____

Card Holder Sign Here: **X** _____ Card Holder Name: _____

By signing this document you authorize AET to charge your credit card. If you do not receive an electronic confirmation of your order within 2 business days, please contact us immediately to verify that we have received your order.

Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery & Setup. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of the close of the show to avoid additional charges. A non-refundable charge of \$1500.00 will be applied for equipment not returned to AET at the close of the show. **There is a \$75 fee for all cancellations. All cancellations must be submitted in writing 48 hours prior to the start of the show and there are no cancellations or refunds after this time. There is no refund on paper.**



Exhibitor Sales Lead Retrieval Order Form 2005 NETWORK SERVICES CONFERENCE

One of the most important decisions you will make in your planning for exhibiting at the **2005 NETWORK SERVICES CONFERENCE** is how you will record a prospective customer's information. The way in which you plan to record this important information may determine the manner in which these very lucrative sales leads are handled after the show.

Show Management has decided to provide attendee with a badge that will allow every exhibitor to capture this important information electronically in their booth. By taking a moment to look over the enclosed information you can assure yourself the method you select to take leads at this year's expo will be the best method based on your needs.

The basic unit available for rent is a scanner/reader. This reader can be used by itself or attached to a printer. In its simplest form, the exhibitor aims the code reader at the barcode on the attendees badge and the name and company information of the attendee is captured by the reader and/or printed on paper. The exhibitor may also choose to aim the barcode reader at a sheet of paper where pre-programmed "Action Codes" (Example: Call Immediately, Send Samples, Send Literature) are stored and then printed or saved with each record. In addition, you may choose to personalize these "Action Codes" to reflect your own qualifying needs by adding custom phrases such as a model number or specific product name.

American Exposition Technologies is providing a system with options which take in to consideration the various needs and capabilities of all exhibitors. By selecting the **ExpoBadge Mobile e-Lead Code Reader**, you are getting the basic scanner with your leads on disk or emailed at the end of the show. By selecting the **ExpoBadge All in One**, you are getting the basic scanner attached to a printer, which will give you your leads on paper and disk or email. Choose **ExpoBadge Lead Print** if you want leads on paper only. Upgrade the ExpoBadge Lead Print or All in One to wireless mode for a small fee. In wireless mode, the hand held scanners will communicate to the ExpoBadge Printer from a distance of up to 300 feet. Feel free to move about your tradeshow booth without being concerned about cables or wires. By selecting **ExpoBadge 2800**, you are getting a scanner with a built in visual confirmation and your leads will be on disk or emailed. The **ExpoBadge Network** consists of one printer, two mobile e-Lead Scanners, and a Bluetooth modem that allows data to be transmitted wirelessly to the printer with leads on disk or email at the end of the show. Add as many **Mobile e-Lead Code Readers** to the **Expobadge Network** as you want.

NEW! Have your leads accessible in real time over the web! Choose **ExpoBadge Instant Lead** if you or your staff back home want to see the leads real time!

If you have any questions concerning any of the products or services being offered for lead collection please feel free to call us at 800-490-9941. We will make certain your questions are answered promptly.

Order Early and take advantage of the preshow discount!
Deadline date for discount is July 15, 2005

EXPOBADGE LEAD PRINT



A handheld scanner and printer combination, the ExpoBadge LeadPrint provides a lightning fast print out of the attendee's contact information. Great to write on, staple to an order form, enter names in a drawing, or just to take immediate control of your leads. Choose this option if you only want your leads on paper. Add an additional ExpoBadge Mobile e-Lead for all your staff!

OR

If you want your leads electronically as well (diskette or e-mail), order the **ExpoBadge All-In-One**.

EXPOBADGE MOBILE e-LEAD



Small, handheld scanner, that works just like a laser pointer. This unit stores all your leads in its internal memory, giving you a convenient, portable, wireless form of lead storage that you can take with you wherever you go during the conference. Walk the show floor, scan speakers and participants in educational sessions, or take contact information at a client dinner. Walk up to a kiosk and e-mail your leads to anyone...anytime!. Select this option if you just want your attendee leads in electronic format.

EXPOBADGE SCANREAD 2800



A handheld battery powered memory device which stores all lead and qualifier information in its internal memory. A display screen provides an immediate confirmation that the lead and qualifier were captured. At the end of the show all leads and qualifiers are downloaded to disk or e-mailed (in ASCII comma delimited format). The only additional option available with the ExpoBadge ScanRead 2800 is the custom qualifiers.

EXPOBADGE NETWORK



A first in lead retrieval from American Exposition Technologies!

Let multiple users go mobile but still have the ability to print your leads! Have two scanners connected wirelessly to a single printer. Capture leads anywhere, anytime and have them print! Your leads will also be delivered electronically.

FREELINK 5.0



As an addition to the ExpoBadge Mobile e-Lead, add on a wireless PC connection. With the PC Link, your leads are instantly transmitted to a laptop or PC, and displayed on the screen. With your leads instantly at your disposal, this option is perfect for the customer who wants the ability to customize every aspect of their lead information. Package includes communication software program on CD and Bluetooth USB adapter.

ACTION CODE CUSTOMIZATION TEMPLATE

Customize your list of prospect qualifiers to standardize your sales effort and more effectively communicate qualifying information to your sales force in the field or home office

Simply scan the attendee badge with the hand held scanner and then scan the appropriate bar code below the desired action code

The following is a list of the standard action codes

- ADD TO MAILING LIST
- CURRENT CUSTOMER
- DISTRIBUTOR
- HAS PURCHASING AUTHORITY
- HAVE SALES REP CALL
- HOT LEAD!
- INQUIRY ONLY
- INTERESTED BUYER
- OEM
- PRODUCT A
- PRODUCT B
- PRODUCT C
- PRODUCT D
- PRODUCT E
- PRODUCT F
- SCHEDULE DEMONSTRATION
- SEND LITERATURE
- SEND PRICING INFO
- VAR
- WANTS PRESENTATION



Please list below your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 35 characters per code.)

⊗ Company Name: _____

⊗ Show Name: _____

⊗ Booth Number: _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

16 _____

17 _____

18 _____

19 _____

20 _____